

## OPERATIONS COMMITTEE

DATE: Tuesday, September 12, 2023  
TIME: 9:00 AM  
LOCATION: Courthouse - Conference Room 114

1. Call meeting to order
2. Public Comments
3. **CONSENT AGENDA**
  - (a) Review/approve minutes from previous committee meetings
  - (b) Review monthly letters of comment from department heads.
  - (c) Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, and Treasurer.
4. Review items, if any, pulled from consent agenda
5. Discuss American Rescue Plan Act
6. **County Clerk**
  - (a) 2024 Budget
7. **Wellness Coordinator Update**
  - (a) Revisions to Wellness Program Policy Booklet
8. **Treasurer**
  - (a) Resolution to cancel tax deed.
  - (b) 2024 Budget
  - (c) Parcel 2700081A survey
9. **Finance**
  - (a) Finance Department update
  - (b) Land and Water Resolution
  - (c) 2024 Budget
10. **HR**
  - (a) Post-offer, Pre-Employment Drug Testing
  - (b) Holiday Benefit hours (referral from HIRC)
  - (c) Employee Benefits Survey Results
  - (d) 2024 Budget
11. Comments from the Chair
12. Consider any agenda items for next meeting
13. Set next regular committee meeting date
14. Adjourn

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### **Join by phone**

+1-408-418-9388 United States Toll  
Meeting number (access code): 2483 004 9642

### **Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m2273de53bf4d8fe7e8dc466e9639bbaf>

Meeting number (access code): 2483 004 9642  
Meeting password: 091223

## **MINUTES OPERATIONS COMMITTEE**

**DATE:** Tuesday, August 1, 2023

**TIME:** 9:00 AM

**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Ed Wagner, Donna Rozar, Lance Pliml, Laura Valenstein, Adam Fischer

**OTHERS PRESENT:** Trent Miner, County Clerk; See attached sign-in list

1. Chairman Wagner called the meeting to order at 9:00 AM.
2. There was no public comment.
3. Motion by Pliml/Valenstein to approve the consent agenda. Motion carried unanimously.
4. Pliml provided an ARPA update and included information he received from the annual NACO Conference he attended concerning affordable housing. He is having this information forwarded to the entire county board.
5. Wellness Coordinator Boeshaar highlighted items on his report.
6. Treasurer Gehrt presented a resolution to cancel stale dated checks. Motion by Rozar/Pliml to approve the resolution and forward to the county board for their consideration. Motion carried unanimously.
7. Finance Director Newton provided a Finance Dept. update.
8. Justin Fisher from Baird presented an update on the county's borrowing and financial status as well as a timeline of how the proposed borrowing would be structured.
9. The resolution authorizing the issuance of \$31,000,000 General Obligation Promissory Notes and authorizing the issuance and establishing parameters for the sale of not to exceed \$31,000,000 Note Anticipation Notes in anticipation thereof was presented. Motion by Rozar/Valenstein to approve this resolution and forward to the county board for their consideration. Motion carried unanimously.
10. The resolution authorizing the Issuance and establishing parameters for the sale of not to exceed \$31,000,000 General Obligation Refunding Bonds was presented. Motion by Valenstein/Rozar to approve this resolution and forward to the county board for their consideration. Motion carried unanimously.

11. Items to be considered for next meeting: Gehrt requested a meeting prior to county board to approve resolutions selling tax deeded property to former owner. She will work with the County Clerk to coordinate.
12. The next regular meeting will be held on Tuesday, September 12th at 9:00 AM.
13. Motion by Pliml/Fischer to adjourn. Motion carried unanimously at 9:41 AM.

Minutes taken by Trent Miner, County Clerk, and are in draft form until approved at the next meeting.

## Operations Committee

**August 1, 2023**

[illegible]



## **MINUTES OPERATIONS COMMITTEE**

**DATE:** Tuesday, August 15, 2023  
**TIME:** 9:15 AM  
**PLACE:** Courthouse – County Board Room

**MEMBERS PRESENT:** Ed Wagner, Donna Rozar, Lance Pliml, Adam Fischer

**MEMBER EXCUSED:** Laura Valenstein

**OTHERS PRESENT:** Trent Miner, County Clerk; Heather Gehrt, County Treasurer,  
other county board supervisors & department heads in the room

1. Chairman Wagner called the meeting to order at 9:15 AM.
2. There was no public comment.
3. Treasurer Gehrt presented 4 resolutions selling back tax deeded property to the former landowners. Motion by Rozar/Fischer to approve the resolutions and forward onto the county board for their consideration. Motion carried unanimously.
4. Chair Wagner declared the meeting adjourned at 9:16 AM.

Minutes taken by Trent Miner, County Clerk, and are in draft form until approved at the next meeting.



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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### Letter of Comments – September 2023

- I recently made a change to the position titles in our department. Sheri has gone from Deputy County Clerk to Chief Deputy County Clerk, and Katie has gone from Program Assistant to Deputy County Clerk/Program Assistant. By deputizing Katie, and giving her an oath of office, she is able to do some things, such as notarizing, that she was not able to do with just a Program Assistant title. The position descriptions have not changed at this point and they remain in their current pay grades.
- I will be attending the WCA Conference at the Kalahari in the Wisconsin Dells, as this coincides with the Fall Conference of the Wisconsin County Clerks Association. Our organization is bringing in some speakers specifically geared towards county clerks and have left some time for attending breakout sessions if desired. The Elections Commission will also be there providing an update as well.
- We coordinated all of the preventative maintenance and upgrades for the election equipment last month. ES&S demands that all machines be brought to one place and be worked on here. This year, it was time to replace the batteries within the machines. The cost is only \$200.00 but ES&S will not bill out to the owner of the machines anymore. They only want to bill out to the county, and then make the county go back and bill for each municipalities cost. So, a \$200.00 budget expenditure turned into \$7,644.00 for the county. We will be reimbursed by the munis but I will still need to do a budget resolution at the end of the year for that expense, as well as the other unexpected costs that I have been warning you about throughout the year. And, again, we have the non-lapsing fund to cover ALL of those expenditures.
- The Elections Commission approved the new absentee envelope designs in August and I am getting some quotes for printing. None of the old envelopes will be able to be used and will have to be destroyed. We did get our grant funding to help fund this but it does not cover the total amount. Again, this unexpected expense will be included in that clean up resolution.
- Now that a suit has been filed with the State Supreme Court as it relates to the legislative maps that were drawn a couple of years ago, in talking with both Planning & Zoning Director Grueneberg and Chairman Pliml, it was decided to get a Census Review & Redistricting Committee named and approved in case we need to move quickly if something changes with the maps that affect our wards and districts. The havoc that this could cause is something of great concern to county clerks.....especially if a decision comes down after the start of the next election season, which begins December 1<sup>st</sup>.
- Secretary of State Sarah Godlewski stopped by my office on Friday, August 18<sup>th</sup> where we had a frank and candid conversation. She talked about modernization within her department and how it will eventually affect County Clerks in filings we need to do with her office.



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

August 31, 2023

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – August 2023

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### Human Resources Activity

	August 2023	2023 Year-to-Date
Applications Received	143	975
Positions Filled	13	128
Promotions/Transfers	3	40
New Hire Orientations	11	88
Terminations, Voluntary	*13	71
Terminations, Involuntary	0	18
Retirements	0	14
Exit Interviews	5	33

\*Eight of these terms were casual

### Human Resources Narrative

#### General Highlights

1. Completed the Q2 2023 Wood County Core Value Awards process. To be nominated, a Wood County employee would have been witnessed exemplifying one or more of the six identified Wood County Core Values. A total of 16 nominations were received for the quarter, of which Department Heads reviewed and voted on at their Q3 Department Head meeting. The following employees were selected to receive a Core Values Award:

- Integrity: Wendy Baker, Human Services
- Professionalism: Darrin Steinbach, Human Services
- Service\*: Bryan Peterson, Sheriff and Carolynn Martin, IT
- Compassion: Kayla Pleshek, Human Services
- Initiative: Initiative: Rachel Krause, Highway

\*Since there were no nominations received for Diversity, Department Heads were able to select two awards for Service.

The program feedback received from employees has been outstanding! I have attached some of the recent comments to share with the committee which highlight how well received this program has been. Selected employees will receive their merit pay award on the September 7<sup>th</sup> payroll.

2. Continued discussions on the implementation of Act 4 in 2024. This act provides the opportunity for Corrections Officers (Jailers) to opt-in to WRS Protective Status. This continues to be an

evolving topic as the effective date approaches and there will be more information to come in the following months.

3. As we start to plan for 2024 Open Enrollment, we developed and distributed an all-employee benefit survey to Wood County staff. The reason for the survey was two-fold: periodically it is important to gauge our employee's perception of their benefits package and we wanted to solicit feedback on the 529 College Savings Program benefit as we evaluate if this would be a welcome addition to our benefit offerings. The results of this survey will be shared with the committee at their September meeting.
4. Continued research and discussions related to the current post-offer, pre-employment drug testing requirement. The current timeline to receive results is lengthy, there has been a significant increase in the number of positive marijuana test results (seemingly coinciding with the legalization of CBD and Delta-8 products) which are presenting onboarding challenges for many departments. We have identified a few solutions to consider and have requested feedback from all departments. This will be further shared and discussed with the committee at their September meeting.

### **Meetings & Trainings**

1. Attended the Operations Committee on August 1<sup>st</sup>.
2. Attended the Steven's Point Area Human Resource Association's August membership meeting on August 9<sup>th</sup> for the annual Employment Law Legal Update presentation.
3. Attended the Central WI HR Roundtable in Rib Mountain on August 10<sup>th</sup>.
4. Attended County Board on August 15<sup>th</sup>.
5. Attended von Briesen's August Public Sector Town Hall webinar on August 16<sup>th</sup> titled "Collective Bargaining".
6. Held the monthly conference call with The Horton Group on August 22<sup>nd</sup> to discuss various benefit topics.
7. Attended the Q3 Department Head Meeting on August 23<sup>rd</sup>.
8. Held individual staff and team meetings to discuss and provide updates on the department's identified 2023 goals.
9. Staff attended various webinars related to benefits, employment law, and compliance.

### **Benefits**

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, EBC admin fees, and stop loss admin fees.
3. Reconciled monthly enrollments for health, dental, vision, life, and disability insurances.
4. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
5. Processed COBRA notifications for dependents on the health plan reaching age 26.

### **Recruitment**

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets.
2. Assisted Dispatch with testing at MSTC on Saturday, August 26<sup>th</sup>.
3. Worked with Edgewater administration to incorporate WisCaregiver program on webpage and job postings.
4. Preparing to attend the 2023 Portage County Business Council Job Fair on Wednesday, September 6<sup>th</sup>.
5. Reported new hires with the Wisconsin New Hire Reporting Center.
6. Posted multiple vacancies on Cyber Recruiter and other pertinent employment sites based on the Request for Hire submitted.

7. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
8. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
9. Working with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Looking into different options to ensure we are reaching out to interested candidates in a timely manner.
10. Scheduled multiple post-offer, pre-employment drug tests with multiple testing locations for applicants offered employment.

**The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.**

<b><u>Refilled Position</u></b>	<b><u>Department</u></b>	<b><u>Position</u></b>	<b><u>Status</u></b>
Replacement	Clerk of Courts	Court Clerk – Traffic	Position posted, interviews conducted, references completed, offer extended and accepted, filled 9/5/2023.
Replacement	Clerk of Courts	Bookkeeper	Position posted, interviews conducted, references completed, offer extended and accepted, filled 9/5/2023.
Replacements	Coroner	Deputy Coroner	Two positions filled, onboarding completed, filled 8/4/2023 and 9/1/2023.
Replacements/ Eligibility List	Dispatch	Dispatchers (3 vacancies), Establish eligibility list	Position posted, testing conducted, interviews scheduled 9/13/2023.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 10/23/2023.
Replacement	Highway	Truck Operator	Position posted, interviews conducted, references completed, offer extended and accepted, filled 8/28/2023.
Replacement	Highway	Mechanic I	Position posted, interviews conducted, references completed, offer extended and accepted, filled 9/5/2023.
Replacement	Human Services	Bus Driver-Casual	Position posted, deadline 9/18/23023.
Replacements	Human Services	Support & Service Coordinator (2)	Positions posted, interviews conducted, one position filled 7/31/2023, 2 <sup>nd</sup> position filled 9/11/2023.
Replacement	Human Services	Family Interaction Worker	Position posted, interviews conducted, references and background completed, offer extended and accepted, filled 8/21/2023.
Replacement	Human Services	Crisis Interventionists – Casual (2)	Position posted, one position filled 5/22/23, interviews being conducted.
Replacement	Human Services	Family Resource Coordinator	Position posted, interviews conducted, references and background completed, offer extended and accepted, filled 8/28/2023.
Replacement	Human Services	EMH/APS Coordinator	Position posted, interviews conducted, references and background completed, offer extended and accepted, filled 9/11/2023.
Replacement	Human Services	Support & Service Coordinator	Position posted, deadline 9/18/2023.

Replacement	Human Services	AODA Counselor	Position posted, deadline 9/11/2023.
Replacement	Human Services	Economic Support Specialist	Position posted, interviews being conducted.
Replacement	Human Services	Crisis Interventionist (7 pm to 7 am)	Position posted, deadline 9/18/2023.
Replacement	Human Services	Crisis Interventionist (50%)	Position posted, deadline 9/18/2023.
Replacement	Human Services	Crisis Interventionist (7 am to 7 pm)	Position posted, deadline 9/18/2023.
Replacement	Human Services	CCS/CSP Program Manager	Position posted, deadline 9/11/2023.
Replacement	Human Services	Accounting Assistant	Position posted, interviews conducted, background and references being completed.
Replacement	IT	Project Coordinator/ Systems Analyst	Position posted, interviews scheduled.
New position	Maintenance	Lead Maintenance Tech	Promoted current tech, possible promotion to Maintenance Supervisor in January 2024.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment by Norwood.
Replacement	Sheriff	Correction Officers	Position posted, deadline 9/25/2023.
Replacement	Sheriff	PT Deputies	Position posted, deadline 10/31/2023.

### **Safety/Risk Management**

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms.
2. Managed open claims with Aegis/Charles Taylor throughout the month.
3. Conducted 3-day appraisal of County buildings and property in the open (PITO) with County Mutual/AssetWorks contractor on July 31<sup>st</sup> - August 2<sup>nd</sup>.
4. Corresponded with various insurers regarding claims, including for the River Block power failure in March of 2023 (updated detail listed below).
5. Attended Edgewater Safety Committee August 2<sup>nd</sup> and Norwood Safety Committee on August 8<sup>th</sup>.
6. Attended Parks Summer Wrap-Up Meeting at South Park on August 10<sup>th</sup> to talk about safety and risk.
7. Worked with Maintenance and Emergency Management to engage vendor to remove tree that has the potential to damage neighboring structure, in order to mitigate future liability claim(s).
8. Updated and released Annual Safety Training for all non-care facility employees on August 7<sup>th</sup>.
9. Conducted N95 fit testing at Edgewater Haven on August 17<sup>th</sup> for 8 staff.
10. Participated in various webinars with Everbridge and County staff on August 15<sup>th</sup> and 24<sup>th</sup> regarding the new mass notification system implementation.

### **NEW Workers' Compensation Claims (2)**

1. 7/26/23 – Highway – Employee cut 2 fingers on L hand while changing cutting edge in shop
2. 8/8/23 – Human Services – Employee suffered head injury when hit on top of head by bus speaker that became dislodged

### **OPEN Workers' Compensation Claims (2)**

1. 4/29/23 – Sheriff's (Corrections) – Clipper disinfectant splashed into R eye of employee while performing cleaning duties (late report)
2. 6/20/23 - Norwood – Employee (1 of 2) had scabies exposure from resident (late report)
3. 6/9/23 – Sheriff's (Corrections) – Employee injured R thumb while restraining combative inmate

#### CLOSED Workers' Compensation Claims (5)

1. 12/31/22 – Edgewater – Employee strained L shoulder transferring resident with EZ lift
2. 4/8/23 – Edgewater – Employee suffered abdominal injury while lifting resident in bathroom
3. 4/29/23 – Norwood – Employee suffered broken R wrist/head injury when kicked by aggressive patient
4. 6/20/23 – Norwood – Employee (2 of 2) had scabies exposure from resident (late report)
5. 7/19/23 – Highway – Employee suffered overheating/dehydration while working at the asphalt plant

#### First Aid Injuries (6)

1. 8/1/23 – Edgewater – Employee strained abdominal muscle while repositioning resident
2. 8/3/23 – Sheriff's (Corrections) – Employee injured L ankle/heel while running to retrieve naloxone
3. 8/6/23 – Sheriff's (Corrections) – While talking to agitated inmate, spit landed on employee's face and lips
4. 8/7/23 – Sheriff's – Employee suffered cuts, scrapes, and bruises while apprehending fleeing subject
5. 8/23/23 – Norwood – Employee strained R groin muscle preventing wheelchair from falling down ramp in MMC parking lot
6. 8/31/23 – Parks & Forestry – Employee injured R ring finger opening overhead door at North Park

#### Property/Vehicle Damage Claims (1)

The claim for the power loss at River Block has been accepted by Hartford Steam Boiler, and will be paid under the County's equipment breakdown coverage. As of 6/30/23, a total of \$65,003.34 in damages and business losses has been submitted. Less the County's deductible, we received a settlement payment of \$39,589.09. The claim will be reopened when permanent restoration work is completed and invoiced. Timeframe for this is unknown at this time.

#### Liability Claims (2)

1. 7/12/23 – Highway – Claimant's established garden was mistakenly mowed by Highway Department personnel (est. damage \$150.00) – investigation underway
2. 5/25/23 – Highway – Claimant alleges windshield damaged by debris from Highway Department trailer (est. damage \$420.00) – investigation underway. UPDATE: Claim denied, 8/29/23
3. Concurrent claims were filed with two of the County's insurers for the incident involving resident funds at Norwood Health Center. Total damages are unknown at this time, and both claims are in the determination stage as the date of this meeting.

#### OPEN EEOC/ERD Claims (2)

1. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received a Notice of Complaint on February 16, 2022. Chubb Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022. No recent activity.
2. 2/24/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of No Probable Cause on August 26, 2022. The claimant filed a timely appeal and a hearing was held on July 19 & 20, 2023. Our post-hearing brief was submitted on September 6, 2023.

#### OPEN WRS/ETF Appeal (1)

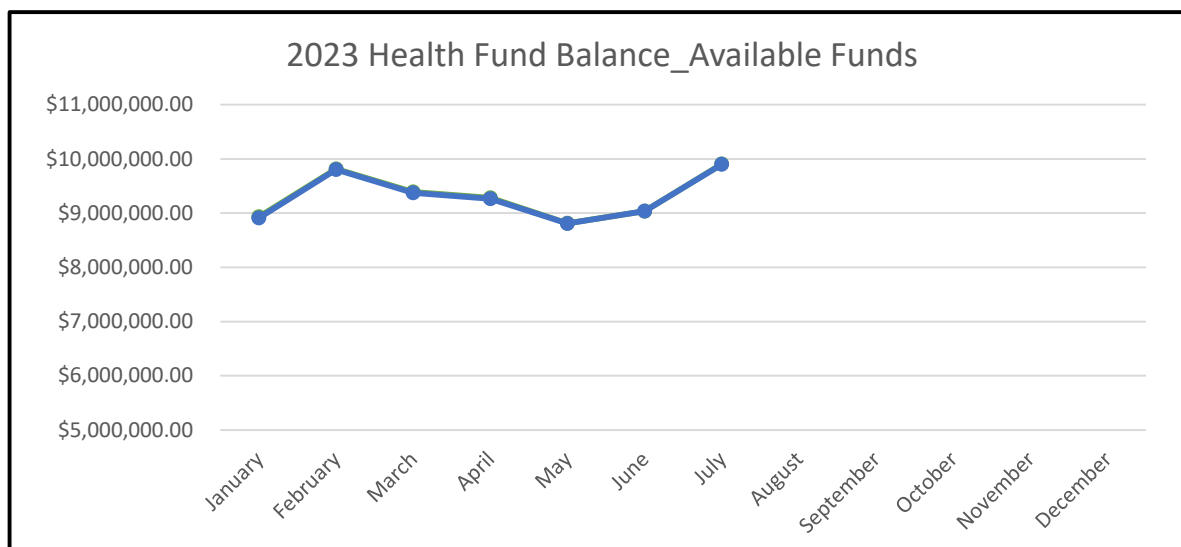
1. 9/25/22- Former Humane Officer submitted an appeal to the Department of Employee Trust Funds to appeal the County's decision on her eligibility determination. A case hearing was held on July 18<sup>th</sup> in which both the County and the appellant agreed the amended effective date for becoming a participating employee was January 1, 2018; the final decision and order was received on August 17<sup>th</sup> confirming such. We are currently working with our assigned representative at WRS/ETF to make the required changes.

#### Other

1. Sent notifications for the 3rd Quarter DOT random list to participating departments.
2. Continuing to work on updating all job descriptions based on completed JDQs when vacancies occur.
3. Continued to onboard the HR Coordinator and train on duties such as new hire orientation, office manager functions, and benefit enrollment reconciliations.
4. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
5. Reconciled and processed the July Unemployment Insurance payment.
6. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
7. Facilitated New Hire Orientation on August 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>.
8. Conducted exit interviews on August 17<sup>th</sup>, 18<sup>th</sup>, and 29<sup>th</sup>.
9. Responded to multiple verifications of employment.
10. Replied to multiple requests from surrounding counties with varied information.
11. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

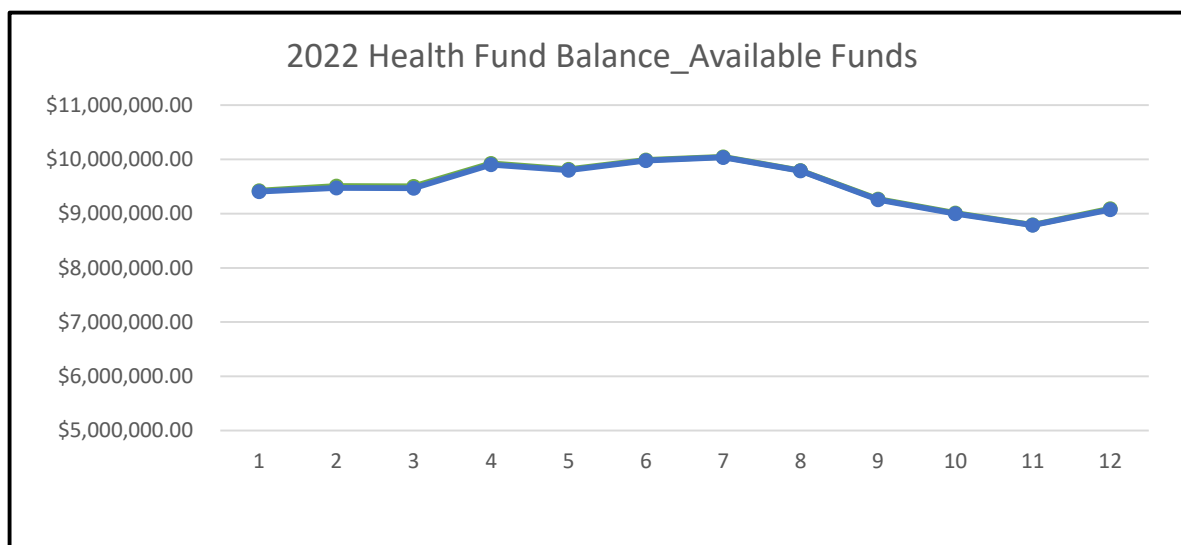


Months	2023		2022	
	Total	Available	Total	Available
January	\$ 8,930,525.31	\$ 8,907,992.93	\$ 9,425,257.81	\$ 9,402,815.78
February	\$ 9,812,561.93	\$ 9,803,088.17	\$ 9,507,106.04	\$ 9,474,416.97
March	\$ 9,389,238.55	\$ 9,372,293.86	\$ 9,499,684.04	\$ 9,470,991.36
April	\$ 9,280,719.81	\$ 9,266,233.16	\$ 9,925,297.90	\$ 9,903,866.81
May	\$ 8,812,064.51	\$ 8,809,711.19	\$ 9,815,542.94	\$ 9,799,681.50
June	\$ 9,038,126.24	\$ 9,035,294.50	\$ 9,989,672.54	\$ 9,974,919.91
July	\$ 9,903,399.31	\$ 9,897,749.54	\$ 10,045,869.34	\$ 10,037,583.16
August			\$ 9,794,557.38	\$ 9,791,325.99
September			\$ 9,267,809.81	\$ 9,258,972.98
October			\$ 9,007,743.08	\$ 8,999,741.52
November			\$ 8,790,578.59	\$ 8,786,619.80
December			\$ 9,090,545.69	\$ 9,070,891.67



2023 Total Balance - Green Line

2023 Available Funds - Blue Line



2022 Total Balance - Green Line

2022 Available Funds - Blue Line

For further information on HR activities, please contact the HR department.

# Core Values

## Feedback

It is wonderful to be nominated. I appreciate being part of the mission and values of Wood County”

Wow, thank you so much for making my day!”

Oh, My! I am sooooo thankful for this!!!!  
Thank you and Thank you to whoever nominated me. I appreciate it more than anyone knows. It is great to be rewarded for the hard work I put in every day! I absolutely love my job and genuinely love to help people. Thank you again to anyone and everyone that had to do with nominating me and choosing me!”

Thank you! I appreciate the nomination!”





# Wood County

## WISCONSIN

OFFICE OF THE  
TREASURER

*Heather L. Gehrt*

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### LETTER OF COMMENTS—SEPTEMBER 2023

1. Attended Wisconsin Counties Association weekly calls on Mondays in August.
2. Attended the Operations Committee meeting on August 1 and August 15.
3. Attended United Way Board of Directors meeting on August 9.
4. Attended County Board meeting on August 15.
5. With the assistance of the Sheriff's and Maintenance Departments, inspected and locked up properties for upcoming tax deed sealed bid sale on August 16.
6. Paid out all taxing jurisdictions settlement payments on August 21.
7. Attended United Way Campaign training on August 22.
8. Attended Department Head meeting at Riverblock on August 23.
9. Turned in finalized budget to Finance Department on August 23.
10. This office sent out a little over 1,000 notices for all years' delinquent taxes (2020-2022) to try to lessen tax certificates being issued on September 1 for the delinquent 2022 taxes. Total amount as of that printing outstanding was just under \$3 million.
11. Fun fact.....we have 2 out of 34 municipalities that have current year delinquent taxes only!!! The Town of Milladore has 12 and the Village of Auburndale has only 1. This has not happened before 😊



# Wood County

## WISCONSIN

### Employee Wellness

*Ryan Boeshaar*

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#### Letter of Comments – August 2023

- The Quarter 3 Wellness Challenge, *Stress Less*, is wrapping up this week. The goal of the Stress Less program was to better understand your unique stressors, prepare for managing your stress, and equipping you with effective coping techniques you can apply in the future. Weekly communications and helpful toolkit material on ways to banish burnout were also shared. There was a total of 143 who participated in the Stress Less challenge.
- InBody body composition testing will be back for the months of September and October held at the various Wood County locations. As a reminder, the InBody is a piece of equipment that quickly measures a person's body composition. This includes weight, BMI, body fat mass and percentage, and skeletal muscle mass. Appointments have been created in the Managewell portal and an additional communication on how to sign-up will be sent this week to all employees.
- I have started to plan and prepare for the 2023 flu shot clinics as these are expected to be held in October and November. The flu shots will be available to all Wood County employees and any dependents (12 years and older) on health insurance. I am working with the nursing staff on necessary supplies and scheduling dates in which the nursing staff are available to administer the vaccines. More details to follow in the next coming months.
- In collaboration with Human Resources, there have been a few recommendations for some revisions to the Employee Wellness Program policies booklet. The purpose for the changes is to provide employees with better clarification and understanding towards certain areas within the wellness program. These changes are provided and highlighted within the agenda packet.
- I am continuing to work with new hires and/or employees who have previously not enrolled in the Wellness Program to get accounts setup on [www.managewell.com](http://www.managewell.com) so they may begin the process of completing the qualifying activities and become more involved in the Wellness Program.

# COUNTY BOARD CLAIMS

Jul-23

Paid August 2023

CLAIMANT	MONTH	PER DIEM	MILEAGE	Other Expenses	TOTAL
Allen Breu	July-23	\$ 315.00	\$ 78.60		<b>\$393.60</b>
William Clendenning	July-23	\$ 665.00	\$ 258.73		<b>\$923.73</b>
Adam Fischer	July-23	\$ 365.00	\$ 91.70		<b>\$456.70</b>
Jake Hahn	July-23	\$ 365.00	\$ 94.32		<b>\$459.32</b>
Brad Hamilton	July-23	\$ 665.00	\$ 341.91	\$ 36.00	<b>\$1,042.91</b>
John Hokamp	July-23	\$ 350.00	\$ 48.47		<b>\$398.47</b>
David La Fontaine	July-23	\$ 350.00	\$ 187.99		<b>\$537.99</b>
Bill Leichtnam	July-23	\$ 725.00	\$ 180.13		<b>\$905.13</b>
Jeff Penzkover	July-23	\$ 250.00			<b>\$250.00</b>
Lance Pliml	July-23	\$ 900.00	\$ 20.96	\$ 58.74	<b>\$979.70</b>
Donna Rozar	July-23	\$ 300.00	\$ 94.32		<b>\$394.32</b>
Laura Valenstein	July-23	\$ 430.00			<b>\$430.00</b>
William Voight	July-23	\$ 350.00	\$ 98.25		<b>\$448.25</b>
Ed Wagner	July-23	\$ 365.00	\$ 129.69		<b>\$494.69</b>
William Winch	July-23	\$ 350.00	\$ 43.23		<b>\$393.23</b>
Joe Zurfluh	July-23	\$ 415.00	\$ 28.82		<b>\$443.82</b>
Michael Feirer	July-23	\$ 50.00	\$ 44.54		<b>\$94.54</b>
Bev Ghiloni	July-23	\$ 50.00	\$ 6.55		<b>\$56.55</b>
Andrea Halbersma	July-23	\$ 50.00	\$ 26.13		<b>\$76.13</b>
Thomas Heiser	July-23	\$ 50.00	\$ 6.55		<b>\$56.55</b>
Linda Schmidt	July-23	\$ 50.00	\$ 48.47		<b>\$98.47</b>
		<b>\$7,410.00</b>	<b>\$1,829.36</b>	<b>\$94.74</b>	<b>\$9,334.10</b>

Chairman

Operations Committee

## Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: August 2023

For the range of vouchers: 06230087 - 06230098

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06230087	AMAZON CAPITAL SERVICES	Office Supplies	07/25/2023	\$36.42	P
06230088	VERIZON	Monthly Modem Fee	07/19/2023	\$218.80	P
06230089	OFFICE ENTERPRISES INC	Franking Labels - Mail Machine	08/01/2023	\$30.33	P
06230090	OFFICE ENTERPRISES INC	Ink Tank - Mail Machine	08/02/2023	\$275.38	P
06230091	UNITED MAILING SERVICE		08/09/2023	\$1,190.87	P
06230092	WISCONSIN MEDIA	Various Ads - July	07/31/2023	\$197.18	P
06230093	ELECTION SYSTEMS & SOFTWARE	Batteries for DS200	08/09/2023	\$7,644.00	P
06230094	AMAZON CAPITAL SERVICES	Office Supplies	08/22/2023	\$19.59	P
06230095	AMAZON CAPITAL SERVICES	Office Supplies	08/22/2023	\$26.95	P
06230096	ELECTION SYSTEMS & SOFTWARE	License/Mtcne Fee - Exp'Vote	08/24/2023	\$180.00	
06230097	VERIZON	Monthly Modem Fee	08/19/2023	\$218.86	
06230098	STAPLES ADVANTAGE	Office Supplies	09/01/2023	\$79.90	
<b>Grand Total:</b>				<b>\$10,118.28</b>	

### Signatures

Committee Chair:

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Committee Member:

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Committee Member:

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## Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: AUGUST 2023

For the range of vouchers: 14230169 - 14230189

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14230169	WIPFLI LLP	2022 AUDIT PROGRESS BILLING	07/28/2023	\$5,000.00	P
14230170	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	08/10/2023	\$330.67	P
14230171	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	08/10/2023	\$258.62	P
14230172	KOHN LAW FIRM SC	GARNISHMENT PAYMENT	08/10/2023	\$337.63	P
14230173	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	08/10/2023	\$5,445.38	P
14230174	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	08/10/2023	\$2,901.74	P
14230175	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	08/10/2023	\$4,076.23	P
14230176	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	08/10/2023	\$20.00	P
14230177	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	08/10/2023	\$355.85	P
14230178	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	08/02/2023	\$32.93	P
14230179	AMAZON CAPITAL SERVICES	BINDERS	08/07/2023	\$37.98	P
14230180	SAGE SOFTWARE INC	SAGE HRMS RENEWAL 2023-2024	08/12/2023	\$20,063.57	P
14230181	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	08/24/2023	\$328.78	P
14230182	GURSTEL LAW FIRM PC	GARNISHMENT PAYMENT	08/24/2023	\$256.86	P
14230183	KOHN LAW FIRM SC	GARNISHMENT PAYMENT	08/24/2023	\$357.70	P
14230184	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	08/24/2023	\$2,788.44	P
14230185	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	08/24/2023	\$5,360.64	P
14230186	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	08/24/2023	\$4,020.29	P
14230187	PUBLIC ASSISTANCE COLLECTION UNIT	GARNISHMENT PAYMENT	08/24/2023	\$20.00	P
14230188	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	08/24/2023	\$355.85	P
14230189	US BANK	ACFR TABS, TRAINING	08/17/2023	\$455.90	
<b>Grand Total:</b>				<b>\$52,805.06</b>	

Signatures

Committee Chair: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
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Committee Member: \_\_\_\_\_



## Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: AUGUST 2023

For the range of vouchers: 17230068 - 17230079 23230042 - 23230051

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17230068	WI DEPT OF WORKFORCE DEVELOPMENT	Unemployment Charges July 2023	08/01/2023	\$1,359.92	P
17230069	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	08/01/2023	\$5,702.50	P
17230070	MARSHFIELD AREA CHAMBER OF COM	Recognition Program	08/15/2023	\$100.63	P
17230071	HEART OF WI CHAMBER OF COMMERCE	Recognition Program	08/15/2023	\$185.00	P
17230072	NORTHWOODS LASER & EMBROIDERY	Recognition Program	08/17/2023	\$62.00	P
17230073	WELD RILEY SC	Legal Fees	08/14/2023	\$200.00	P
17230074	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	07/24/2023	\$550.00	P
17230075	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	06/21/2023	\$1,750.00	P
17230076	TERESINSKI KARRIANN	Tuition Assistance	08/23/2023	\$1,500.00	P
17230077	US BANK	P Card Charges	08/16/2023	\$323.93	P
17230078	OPPORTUNITY DEVELOPMENT CENTER	Recognition Program	06/20/2023	\$70.00	P
17230079	PAUL GROSS JEWELERS INC	Recognition Program	08/23/2023	\$70.69	P
23230042	MARSHFIELD CLINIC	BLS/CPR - EW, PK CoC, HS, HL	07/07/2023	\$71.19	P
23230043	MARSHFIELD CLINIC	BLS/CPR - EW	07/27/2023	\$33.90	P
23230044	MARSHFIELD CLINIC	BLS/CPR - PK	07/07/2023	\$204.00	P
23230045	WI COUNTY MUTUAL INS CORP	ODIP Workers Comp Premium	08/02/2023	\$1,799.00	P
23230046	WHEELERS OF MARSHFIELD	Vehicle Damage - PK	07/27/2023	\$5,111.42	P
23230047	AMAZON CAPITAL SERVICES	Safety Supplies	07/28/2023	\$59.25	P
23230048	A-1 TREE SERVICES OF CENTRAL WI	Tree Removal	07/31/2023	\$1,800.00	P
23230049	WI COUNTY MUTUAL INS CORP	Addtl Insured Endorsement	08/11/2023	\$25.00	P
23230050	JJ KELLER & ASSOCIATES	SMS Prof Sub	08/01/2023	\$897.50	P
23230051	DWD BUREAU OF FINANCE	FY 2023 WC General Assessment	08/09/2023	\$712.09	P
<b>Grand Total:</b>				<b>\$22,588.02</b>	

Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

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## Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: AUGUST 2023

For the range of vouchers: 28230176 - 28230213

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28230176	ARBORVANTAGE NURSERY LLC	TAX OVERPAYMENT REFUND	08/02/2023	\$94.18	P
28230177	AUTOMATED PRODUCTS INC	TAX OVERPAYMENT REFUND	08/02/2023	\$962.02	P
28230178	CITY OF MARSHFIELD	JULY SPECIAL CHARGES	08/02/2023	\$325.62	P
28230179	CITY OF NEKOOSA TREASURER	JULY SPECIAL CHARGES	08/02/2023	\$766.80	P
28230180	CITY OF WISCONSIN RAPIDS	JULY SPECIAL CHARGES	08/02/2023	\$239.56	P
28230181	CORELOGIC	TAX OVERPAYMENT REFUND	08/02/2023	\$1,811.29	P
28230182	CORELOGIC	TAX OVERPAYMENT REFUND	08/02/2023	\$685.26	P
28230183	CORELOGIC	TAX OVERPAYMENT REFUND	08/02/2023	\$108.71	P
28230184	FISCHER SCOTT	TAX OVERPAYMENT REFUND	08/02/2023	\$1,326.59	P
28230185	FREDRICK ROBERT	TAX OVERPAYMENT REFUND	08/02/2023	\$36.00	P
28230186	GODAR DENNIS	TAX OVERPAYMENT REFUND	08/02/2023	\$21.53	P
28230187	KHAMO-SOSKOS JIAN	TAX OVERPAYMENT REFUND	08/02/2023	\$499.80	P
28230188	PAPER CITY SAVINGS	TAX OVERPAYMENT REFUND	08/02/2023	\$1,303.07	P
28230189	PETERSON MICHAEL	TAX OVERPAYMENT REFUND	08/02/2023	\$1,442.56	P
28230190	RIB RIVER PROPERTIES LLC	TAX OVERPAYMENT REFUND	08/02/2023	\$9,905.98	P
28230191	SCHILL PAMELA	TAX OVERPAYMENT REFUND	08/02/2023	\$73.90	P
28230192	BOYER KATHY	TAX OVERPAYMENT REFUND	08/02/2023	\$8.26	P
28230193	SWAN TIMBER FRAMES INC	TAX OVERPAYMENT REFUND	08/02/2023	\$233.49	P
28230194	TOWN OF CARY	JULY SPECIAL CHARGES	08/02/2023	\$137.46	P
28230195	TOWN OF PORT EDWARDS	JULY SPECIAL CHARGES	08/02/2023	\$188.00	P
28230196	TOWN OF SARATOGA	JULY SPECIAL CHARGES	08/02/2023	\$1,129.72	P
28230197	TOWN OF GRAND RAPIDS	JULY SPECIAL CHARGES	08/02/2023	\$307.40	P
28230198	TOWN OF RICHFIELD	JULY SPECIAL CHARGES	08/02/2023	\$334.81	P
28230199	TRIERWEILER CONSTRUC & SUPPLY	TAX OVERPAYMENT REFUND	08/02/2023	\$9,905.98	P
28230200	VILLAGE OF VESPER	JULY SPECIAL CHARGES	08/02/2023	\$212.60	P
28230201	WI DEPT OF ADMINISTRATION	JULY WI LAND INFO	08/02/2023	\$5,509.00	P
28230202	WI REAL PROPERTY LISTERS ASSN	2023 WRPLA CONFERENCE	08/02/2023	\$140.00	P
28230203	ALIOTT MARGARET	TAX OVERPAYMENT REFUND	08/09/2023	\$15.27	P
28230204	FISCHER SCOTT	TAX OVERPAYMENT REFUND	08/09/2023	\$402.54	P
28230205	KRAUSE JEREMY OR STACY	TAX OVERPAYMENT REFUND	08/09/2023	\$403.77	P
28230206	LUECK ALDORA	TAX OVERPAYMENT REFUND	08/09/2023	\$23.00	P
28230207	SCHWANEBECK COLLEEN	TAX OVERPAYMENT REFUND	08/09/2023	\$94.51	P
28230208	WESTLAKE PROPERTIES	TAX OVERPAYMENT REFUND	08/09/2023	\$15,680.51	P
28230209	WOOD COUNTY REGISTER OF DEEDS	TAX DEED RECORDING FEES	08/09/2023	\$300.00	P

TREASURER - AUGUST 2023

28230176 - 28230213

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28230210	BABCOCK MARK	TAX OVERPAYMENT REFUND	08/16/2023	\$35.00	P
28230211	KELLNER ELIZABETH	TAX OVERPAYMENT REFUND	08/16/2023	\$3.00	P
28230212	STATE OF WISCONSIN TREASURER	JULY CLERK OF COURT REVENUE	08/16/2023	\$128,760.50	P
28230213	STAPLES ADVANTAGE	OFFICE SUPPLIES	08/16/2023	\$74.39	P
<b>Grand Total:</b>				<b>\$183,502.08</b>	

Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

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Committee Member: \_\_\_\_\_

## MISSION STATEMENT OF THE WOOD COUNTY CLERK

Providing effective, efficient and high quality service to the citizens of Wood County, County Board members and departments for the many mandated functions that are statutorily designated to this office, along with those functions that are not so designated.

Trent Miner  
Wood County Clerk

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## STATEMENT OF SERVICES

This is a constitutional and statutory office which is mandated to handle a wide variety of functions including; Election administration, dog licensing, marriage licenses, domestic partnership terminations, tax apportionment, timber cutting permits, and farmland preservation agreement applications. In addition to those statutory responsibilities and in order to relieve the tax levy burden of this office, we process passport applications and provide Dept. of Motor Vehicle services. The County Clerk is the clerk to the County Board. This office is also entrusted to be the retainer of all records associated with all aspects of the county board and its committee functions as well as county contracts, county ordinances, oaths and bonds and titles. The clerk's office annually publishes a county directory, a county board proceedings book and the county statistical report. Mail services for the Courthouse and River Block are handled by this department. Our office is dedicated to the premise of improving the quality and efficiency of service.



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2024 Budget	% Change	2023 Budget	2023 Actual	2023 Estimate
<b>06 - County Clerk</b>					
<b>0601 - County Clerk-Administration</b>					
<u>Revenue / Funding Source</u>					
0601-44200 - DNR & Marriage License Fees					
44 - Licenses and Permits	18,700	0.00%	18,700	9,015	18,700
44-000 - Licenses and Permits	18,700	0.00%	18,700	9,015	18,700
0601-44200 - DNR & Marriage License Fees Total	<b>18,700</b>	<b>0.00%</b>	<b>18,700</b>	<b>9,015</b>	<b>18,700</b>
0601-44201 - Dog License Fund					
44 - Licenses and Permits	1,000	0.00%	1,000	0	0
44-000 - Licenses and Permits	1,000	0.00%	1,000	0	0
0601-44201 - Dog License Fund Total	<b>1,000</b>	<b>0.00%</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
0601-46110 - Public Chgs-Passports					
46 - Public Charges for Services	25,000	+13.64%	22,000	18,145	30,000
46-000 - Public Charges for Services	25,000	+13.64%	22,000	18,145	30,000
0601-46110 - Public Chgs-Passports Total	<b>25,000</b>	<b>+13.64%</b>	<b>22,000</b>	<b>18,145</b>	<b>30,000</b>
0601-46191 - 46192					
46 - Public Charges for Services	6,800	0.00%	6,800	3,260	6,800
46-000 - Public Charges for Services	6,800	0.00%	6,800	3,260	6,800
0601-46191 - 46192 Total	<b>6,800</b>	<b>0.00%</b>	<b>6,800</b>	<b>3,260</b>	<b>6,800</b>
0601-46192 - Temporary License Service					
46 - Public Charges for Services	3,600	-20.00%	4,500	2,027	3,600
46-000 - Public Charges for Services	3,600	-20.00%	4,500	2,027	3,600
0601-46192 - Temporary License Service Total	<b>3,600</b>	<b>-20.00%</b>	<b>4,500</b>	<b>2,027</b>	<b>3,600</b>
0601-46194 - Clerk Copy Fees					
46 - Public Charges for Services	250	0.00%	250	110	200
46-000 - Public Charges for Services	250	0.00%	250	110	200
0601-46194 - Clerk Copy Fees Total	<b>250</b>	<b>0.00%</b>	<b>250</b>	<b>110</b>	<b>200</b>
0601-47330 - Local Gov't Charges					
47 - Intergov. Charges for Services	0	0.00%	0	0	
47-000 - Intergovernmental Charges for Services	0	0.00%	0	0	
0601-47330 - Local Gov't Charges Total	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	
Revenue / Funding Source Total	<b>55,350</b>	<b>+3.94%</b>	<b>53,250</b>	<b>32,557</b>	<b>59,300</b>
<u>Expense / Expenditure</u>					
0601-51420 - County Clerk					
100 - Personnel Services	250,978	+2.18%	245,626	113,341	249,303
101 - Wages-Permanent	162,099	+3.11%	157,214	70,565	168,718
107 - Sick Leave	3,905	+1.67%	3,841	789	789
108 - Vacation	6,402	-19.66%	7,969	6,754	6,754
109 - Holiday	3,237	+1.47%	3,190	990	990



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2024 Budget	% Change	2023 Budget	2023 Actual	2023 Estimate
110 - Funeral/Jury/Other	0	0.00%	0	0	0
120 - FICA	13,437	+1.99%	13,174	5,797	12,653
130 - Health Insurance	45,860	+4.28%	43,976	21,988	43,976
132 - Post Employment Benefits	2,783	-19.20%	3,444	801	3,444
133 - Vision Insurance	104	+100.00%	0	52	104
140 - Life Insurance	45	0.00%	45	21	56
151 - Retirement	12,119	+3.49%	11,711	5,133	11,227
160 - Worker's Compensation	186	-28.87%	262	120	262
172 - Training / Conference / CPE	800	0.00%	800	330	330
200 - Contractual Services	8,280	+0.49%	8,240	4,430	6,828
214 - Prof Serv-Printing	3,500	0.00%	3,500	1,941	2,500
219 - Prof Serv-Other	1,000	0.00%	1,000	588	588
221 - Utility Service-Cellphone / Telephone	2,200	0.00%	2,200	1,002	2,200
230 - R/M Serv-PC Replacement	1,580	+2.60%	1,540	898	1,540
300 - Supplies and Expense	18,725	-17.24%	22,625	6,208	17,125
311 - Office Supplies	3,000	0.00%	3,000	1,011	3,000
312 - Copy Expense	400	0.00%	400	27	300
313 - Postage	4,000	+37.93%	2,900	1,690	3,200
323 - Public Notices	10,000	-33.33%	15,000	3,236	10,000
325 - Dues & Subscriptions	0	0.00%	0	0	
328 - Dues	125	0.00%	125	125	125
331 - Mileage	300	0.00%	300	0	0
332 - Meals	0	0.00%	0	0	0
333 - Lodging / Hotels	900	0.00%	900	119	500
336 - Parking	0	0.00%	0	0	0
500 - Fixed Charges	29,391	+3.63%	28,362	17,029	28,117
511 - Insurance-Liability	3,041	+51.14%	2,012	1,174	2,012
520 - Premiums on Surety Bonds	1,750	0.00%	1,750	1,505	1,505
531 - Rent-Interdepartment	24,600	0.00%	24,600	14,350	24,600
800 - Capital Outlay	0	0.00%	0	0	
814 - Computers & Printers	0	0.00%	0	0	
0601-51420 - County Clerk Total	<b>307,373</b>	<b>+0.83%</b>	<b>304,853</b>	<b>141,008</b>	<b>301,373</b>
Expense / Expenditure Total	<b>307,373</b>	<b>+0.83%</b>	<b>304,853</b>	<b>141,008</b>	<b>301,373</b>
<b>0601 - County Clerk-Administration Total</b>	<b>252,023</b>	<b>+0.17%</b>	<b>251,603</b>	<b>108,451</b>	<b>242,073</b>
<b>0602 - County Clerk-Postage Meter</b>					
<u>Expense / Expenditure</u>					
0602-51424 - Postage Meter					
300 - Supplies and Expense	8,200	+6.49%	7,700	4,013	8,200
311 - Office Supplies	2,000	0.00%	2,000	846	2,000
313 - Postage	6,200	+8.77%	5,700	3,168	6,200
500 - Fixed Charges	6,200	-11.43%	7,000	3,106	7,625



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2024 Budget	% Change	2023 Budget	2023 Actual	2023 Estimate
535 - Leases-Equipment	6,200	-11.43%	7,000	3,106	7,625
0602-51424 - Postage Meter Total	<b>14,400</b>	<b>-2.04%</b>	<b>14,700</b>	<b>7,119</b>	<b>15,825</b>
Expense / Expenditure Total	<b>14,400</b>	<b>-2.04%</b>	<b>14,700</b>	<b>7,119</b>	<b>15,825</b>
<b>0602 - County Clerk-Postage Meter Total</b>	<b>14,400</b>	<b>-2.04%</b>	<b>14,700</b>	<b>7,119</b>	<b>15,825</b>
<b>0603 - County Clerk-Elections</b>					
<u>Revenue / Funding Source</u>					
0603-46141 - Public Chrgs-Court Fees/Costs					
46 - Public Charges for Services	7,655	-94.76%	146,000	121,985	133,421
46-000 - Public Charges for Services	7,655	-94.76%	146,000	121,985	133,421
0603-46141 - Public Chrgs-Court Fees/Costs Total	<b>7,655</b>	<b>-94.76%</b>	<b>146,000</b>	<b>121,985</b>	<b>133,421</b>
Revenue / Funding Source Total	<b>7,655</b>	<b>-94.76%</b>	<b>146,000</b>	<b>121,985</b>	<b>133,421</b>
<u>Expense / Expenditure</u>					
0603-51440 - Elections					
100 - Personnel Services	1,786	+30.20%	1,372	434	435
101 - Wages-Permanent	800	+33.15%	601	125	125
119 - In or Out Call Pay	800	+33.33%	600	300	300
120 - FICA	61	+32.71%	46	10	10
172 - Training / Conference / CPE	125	0.00%	125	0	0
300 - Supplies and Expense	113,850	-44.72%	205,939	55,140	62,250
311 - Office Supplies	7,000	+55.56%	4,500	2,961	15,000
312 - Copy Expense	250	0.00%	250	77	150
313 - Postage	100	0.00%	100	76	100
321 - Publications	80,000	+100.00%	40,000	37,569	40,000
323 - Public Notices	14,000	+100.00%	7,000	4,246	7,000
331 - Mileage	500	0.00%	500	0	0
344 - Operating Supplies & Expense	0	-100.00%	143,640	0	
350 - Repair & Maintenance Supplies	12,000	+20.62%	9,949	10,211	0
0603-51440 - Elections Total	<b>115,636</b>	<b>-44.22%</b>	<b>207,311</b>	<b>55,574</b>	<b>62,685</b>
Expense / Expenditure Total	<b>115,636</b>	<b>-44.22%</b>	<b>207,311</b>	<b>55,574</b>	<b>62,685</b>
<b>0603 - County Clerk-Elections Total</b>	<b>107,981</b>	<b>+76.12%</b>	<b>61,311</b>	<b>(66,411)</b>	<b>(70,736)</b>
<b>0604 - County Clerk-Info &amp; Comm</b>					
<u>Expense / Expenditure</u>					
0604-51453 - Information & Communication					
200 - Contractual Services	0	-100.00%	3,000	631	0
221 - Utility Service-Cellphone / Telephone	0	-100.00%	3,000	631	0
300 - Supplies and Expense	0	0.00%	0	0	
314 - UPS Charges	0	0.00%	0	0	





# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2024 Budget	% Change	2023 Budget	2023 Actual	2023 Estimate
0604-51453 - Information & Communication Total	0	-100.00%	3,000	631	0
Expense / Expenditure Total	0	-100.00%	3,000	631	0
<b>0604 - County Clerk-Info &amp; Comm Total</b>	<b>0</b>	<b>-100.00%</b>	<b>3,000</b>	<b>631</b>	<b>0</b>
<b>0605 - Committees &amp; Commissions</b>					
<u>Expense / Expenditure</u>					
0605-51120 - Committees & Commissions					
100 - Personnel Services	135,727	+1.13%	134,206	64,979	135,246
101 - Wages-Permanent	122,710	+0.06%	122,638	57,455	122,637
120 - FICA	9,387	+0.06%	9,382	4,395	9,382
160 - Worker's Compensation	130	-30.22%	186	88	186
172 - Training / Conference / CPE	3,500	+75.00%	2,000	3,041	3,041
200 - Contractual Services	3,410	0.00%	3,410	1,632	2,860
214 - Prof Serv-Printing	500	0.00%	500	0	0
221 - Utility Service-Cellphone / Telephone	250	0.00%	250	80	200
230 - R/M Serv-PC Replacement	2,660	0.00%	2,660	1,552	2,660
300 - Supplies and Expense	54,200	+1.98%	53,150	27,598	50,749
312 - Copy Expense	300	0.00%	300	33	100
313 - Postage	200	+33.33%	150	164	164
325 - Dues & Subscriptions	17,500	0.00%	17,500	13,267	16,000
331 - Mileage	30,000	0.00%	30,000	10,639	30,000
332 - Meals	200	0.00%	200	48	100
333 - Lodging / Hotels	3,500	+40.00%	2,500	3,385	3,385
336 - Parking	0	0.00%	0	0	0
341 - Operating Supplies & Expense	2,500	0.00%	2,500	62	1,000
0605-51120 - Committees & Commissions Total	193,337	+1.35%	190,766	94,209	188,855
Expense / Expenditure Total	193,337	+1.35%	190,766	94,209	188,855
<b>0605 - Committees &amp; Commissions Total</b>	<b>193,337</b>	<b>+1.35%</b>	<b>190,766</b>	<b>94,209</b>	<b>188,855</b>
<b>06 - County Clerk Total</b>	<b>567,741</b>	<b>+8.89%</b>	<b>521,379</b>	<b>143,999</b>	<b>376,017</b>



# Department Operating Budget Summary

2024 Budget Summary								
<u>Department: 06 - County Clerk</u>	0601 - County Clerk-Administration	0602 - County Clerk-Postage Meter	0603 - County Clerk-Elections	0604 - County Clerk-Info & Comm	0605 - Committees & Commissions	2024 Total	Change %	2023 Budget
Revenue / Funding Source								
44 - Licenses and Permits	19,700					19,700	0.00%	19,700
46 - Public Charges for Services	35,650		7,655			43,305	-75.88%	179,550
47 - Intergov. Charges for Services	0					0	0.00%	0
Revenue / Funding Source Total	55,350		7,655			63,005	-68.38%	199,250
Expense / Expenditure								
100 - Personnel Services	250,978		1,786		135,727	388,490	+1.91%	381,204
200 - Contractual Services	8,280			0	3,410	11,690	-20.20%	14,650
300 - Supplies and Expense	18,725	8,200	113,850	0	54,200	194,975	-32.63%	289,414
500 - Fixed Charges	29,391	6,200				35,591	+0.65%	35,362
Expense / Expenditure Total	307,373	14,400	115,636	0	193,337	630,746	-12.47%	720,630
Beginning Carryover	0	0	300,395	0	0	300,395	+11.28%	269,936
Ending Carryover	0	0	267,414	0	0	267,414	-5.72%	283,625
06 - County Clerk Total	252,023	14,400	75,000	0	193,337	534,760	-0.06%	535,069

2023 Budget Summary						
<u>Department: 06 - County Clerk</u>	0601 - County Clerk-Administration	0602 - County Clerk-Postage Meter	0603 - County Clerk-Elections	0604 - County Clerk-Info & Comm	0605 - Committees & Commissions	2023 Budget
Revenue / Funding Source						
44 - Licenses and Permits	19,700					19,700
46 - Public Charges for Services	33,550		146,000			179,550
47 - Intergov. Charges for Services	0					0
Revenue / Funding Source Total	53,250		146,000			199,250
Expense / Expenditure						
100 - Personnel Services	245,626		1,372		134,206	381,204
200 - Contractual Services	8,240			3,000	3,410	14,650
300 - Supplies and Expense	22,625	7,700	205,939	0	53,150	289,414
500 - Fixed Charges	28,362	7,000				35,362
800 - Capital Outlay	0					0
Expense / Expenditure Total	304,853	14,700	207,311	3,000	190,766	720,630
Beginning Carryover	0	0	269,936	0	0	269,936
Ending Carryover	0	0	283,625	0	0	283,625
06 - County Clerk Total	251,603	14,700	75,000	3,000	190,766	535,069



# Department Operating Budget Narrative

Account Number	Description	2024 Requested	2023 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
06 - County Clerk						
0601 - County Clerk-Administration						
Revenue / Funding Source						
0601-44200 - DNR & Marriage License Fees						
101-0601-44200-???-000	44-000 - Licenses and Permits	18,700	18,700	0	0.00%	
0601-44201 - Dog License Fund						
101-0601-44201-???-000	44-000 - Licenses and Permits	1,000	1,000	0	0.00%	
0601-46110 - Public Chgs-Passports						
101-0601-46110-???-000	46-000 - Public Charges for Services	25,000	22,000	3,000	+13.64%	Passport Applications are increasing since COVID-19
0601-46191 - 46192						
101-0601-46191-???-000	46-000 - Public Charges for Services	6,800	6,800	0	0.00%	
0601-46192 - Temporary License Service						
101-0601-46192-???-000	46-000 - Public Charges for Services	3,600	4,500	(900)	-20.00%	Doing less and less vehicle transactions
0601-46194 - Clerk Copy Fees						
101-0601-46194-???-000	46-000 - Public Charges for Services	250	250	0	0.00%	
0601-47330 - Local Gov't Charges						
101-0601-47330-???-000	47-000 - Intergovernmental Charges for Services	0	0	0	0.00%	
Expense / Expenditure						
0601-51420 - County Clerk						
101-0601-51420-???-101	101 - Wages-Permanent	162,099	157,214	4,885	+3.11%	
101-0601-51420-???-107	107 - Sick Leave	3,905	3,841	64	+1.67%	
101-0601-51420-???-108	108 - Vacation	6,402	7,969	(1,567)	-19.66%	New employee = less vacation time accrued



# Department Operating Budget Narrative

101-0601-51420-???-109	109 - Holiday	3,237	3,190	47	+1.47%	
101-0601-51420-???-110	110 - Funeral/Jury/Other	0	0	0	0.00%	
101-0601-51420-???-120	120 - FICA	13,437	13,174	262	+1.99%	
101-0601-51420-???-130	130 - Health Insurance	45,860	43,976	1,884	+4.28%	
101-0601-51420-???-132	132 - Post Employment Benefits	2,783	3,444	(661)	-19.20%	New employee = less wages to base allocation on
101-0601-51420-???-133	133 - Vision Insurance	104	0	104	0.00%	
101-0601-51420-???-140	140 - Life Insurance	45	45	0	0.00%	
101-0601-51420-???-151	151 - Retirement	12,119	11,711	409	+3.49%	
101-0601-51420-???-160	160 - Worker's Compensation	186	262	(76)	-28.87%	New employee = less wages to base allocation on
101-0601-51420-???-172	172 - Training / Conference / CPE	800	800	0	0.00%	
101-0601-51420-???-214	214 - Prof Serv-Printing	3,500	3,500	0	0.00%	
101-0601-51420-???-219	219 - Prof Serv-Other	1,000	1,000	0	0.00%	
101-0601-51420-???-221	221 - Utility Service-Cellphone / Telephone	2,200	2,200	0	0.00%	
101-0601-51420-???-230	230 - R/M Serv-PC Replacement	1,580	1,540	40	+2.60%	
101-0601-51420-???-311	311 - Office Supplies	3,000	3,000	0	0.00%	
101-0601-51420-???-312	312 - Copy Expense	400	400	0	0.00%	
101-0601-51420-???-313	313 - Postage	4,000	2,900	1,100	+37.93%	Cost of postage increases 8-10% every 6 months. Passports are biggest cost.
101-0601-51420-???-323	323 - Public Notices	10,000	15,000	(5,000)	-33.33%	Savings due to posting instead of publishing some notices
101-0601-51420-???-325	325 - Dues & Subscriptions	0	0	0	0.00%	
101-0601-51420-???-328	328 - Dues	125	125	0	0.00%	
101-0601-51420-???-331	331 - Mileage	300	300	0	0.00%	
101-0601-51420-???-332	332 - Meals	0	0	0	0.00%	
101-0601-51420-???-333	333 - Lodging / Hotels	900	900	0	0.00%	
101-0601-51420-???-336	336 - Parking	0	0	0	0.00%	
101-0601-51420-???-511	511 - Insurance-Liability	3,041	2,012	1,029	+51.14%	Amount set by Risk Mgmt
101-0601-51420-???-520	520 - Premiums on Surety Bonds	1,750	1,750	0	0.00%	
101-0601-51420-???-531	531 - Rent-Interdepartment	24,600	24,600	0	0.00%	



# Department Operating Budget Narrative

101-0601-51420-???-814	814 - Computers & Printers	0	0	0	0.00%
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0602 - County Clerk-Postage Meter

Expense / Expenditure

0602-51424 - Postage Meter

101-0602-51424-???-311	311 - Office Supplies	2,000	2,000	0	0.00%
101-0602-51424-???-313	313 - Postage	6,200	5,700	500	+8.77% Increases in USPS Charges
101-0602-51424-???-535	535 - Leases-Equipment	6,200	7,000	(800)	-11.43% New lease is lessor cost

0603 - County Clerk-Elections

Revenue / Funding Source

0603-46141 - Public Chrgs-Court Fees/Costs

101-0603-46141-???-000	46-000 - Public Charges for Services	7,655	146,000	(138,345)	-94.76% No ExpressVote purchase in 2024 - Grant funding for new absentee envelopes received in 2023
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Expense / Expenditure

0603-51440 - Elections

101-0603-51440-???-101	101 - Wages-Permanent	800	601	199	+33.15% All increases attributable to Presidential Election year (3-4 Elections)
101-0603-51440-???-119	119 - In or Out Call Pay	800	600	200	+33.33%
101-0603-51440-???-120	120 - FICA	61	46	15	+32.71%
101-0603-51440-???-172	172 - Training / Conference / CPE	125	125	0	0.00%
101-0603-51440-???-311	311 - Office Supplies	7,000	4,500	2,500	+55.56% Will be purchasing new absentee envelopes in 2023 for 2024
101-0603-51440-???-312	312 - Copy Expense	250	250	0	0.00%
101-0603-51440-???-313	313 - Postage	100	100	0	0.00%
101-0603-51440-???-321	321 - Publications	80,000	40,000	40,000	+100.00%
101-0603-51440-???-323	323 - Public Notices	14,000	7,000	7,000	+100.00%
101-0603-51440-???-331	331 - Mileage	500	500	0	0.00%
101-0603-51440-???-344	344 - Operating Supplies & Expense	0	143,640	(143,640)	-100.00%



# Department Operating Budget Narrative

101-0603-51440-???-350	350 - Repair & Maintenance Supplies	12,000	9,949	2,051	+20.62%	Increase due to Presidential Election year
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## 0604 - County Clerk-Info & Comm

### Expense / Expenditure

#### 0604-51453 - Information & Communication

101-0604-51453-???-221	221 - Utility Service-Cellphone / Telephone	0	3,000	(3,000)	-100.00%	
101-0604-51453-???-314	314 - UPS Charges	0	0	0	0.00%	

## 0605 - Committees & Commissions

### Expense / Expenditure

#### 0605-51120 - Committees & Commissions

101-0605-51120-???-101	101 - Wages-Permanent	122,710	122,638	72	+0.06%	
101-0605-51120-???-120	120 - FICA	9,387	9,382	6	+0.06%	
101-0605-51120-???-160	160 - Worker's Compensation	130	186	(56)	-30.22%	
101-0605-51120-???-172	172 - Training / Conference / CPE	3,500	2,000	1,500	+75.00%	More Supervisor attending more conferences
101-0605-51120-???-214	214 - Prof Serv-Printing	500	500	0	0.00%	
101-0605-51120-???-221	221 - Utility Service-Cellphone / Telephone	250	250	0	0.00%	
101-0605-51120-???-230	230 - R/M Serv-PC Replacement	2,660	2,660	0	0.00%	
101-0605-51120-???-312	312 - Copy Expense	300	300	0	0.00%	
101-0605-51120-???-313	313 - Postage	200	150	50	+33.33%	Increase in postage costs
101-0605-51120-???-325	325 - Dues & Subscriptions	17,500	17,500	0	0.00%	
101-0605-51120-???-331	331 - Mileage	30,000	30,000	0	0.00%	
101-0605-51120-???-332	332 - Meals	200	200	0	0.00%	
101-0605-51120-???-333	333 - Lodging / Hotels	3,500	2,500	1,000	+40.00%	Higher usage and cost increases
101-0605-51120-???-336	336 - Parking	0	0	0	0.00%	
101-0605-51120-???-341	341 - Operating Supplies & Expense	2,500	2,500	0	0.00%	



# Department Operating Budget Narrative

Total 06 - County Clerk	567,741	521,379	46,362	+8.89%
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# Operating Position Cost Summary

Report data returned based on the user's security permissions.

Fiscal Year 2024  
 Forecast Year 2024  
 Department or Sub-Department 06 - County Clerk

Position	Pay Grade	Step	Alloc. %	Salary	Modifiers	Premiums	Total	Hours	Premium Hours	FTE
06 - County Clerk										
0601 - County Clerk-Administration										
0601-51420 - County Clerk										
(Unassigned)										
1301-County Clerk (1301-10555): TRENT MINER (10555)		Salaried	96.88	82,494	30,016	-	112,510	2,015	-	0.97
1302-Deputy County Clerk (1302-10287): SHERI EVANSON (102	Grade G	Step 10	96.88	56,662	25,766	-	82,428	2,015	-	0.97
1303-Program Assistant (1303-13440): KATIE DEKLEYN (13440)	Grade F	Step 2	81.25	36,487	18,753	-	55,240	1,690	-	0.81
Total (Unassigned)				175,643	74,535	-	250,178	5,720	-	2.75
Total 0601-51420 - County Clerk				175,643	74,535	-	250,178	5,720	-	2.75
Total 0601 - County Clerk-Administration				175,643	74,535	-	250,178	5,720	-	2.75
0603 - County Clerk-Elections										
0603-51440 - Elections										
Non FTE Count										
CC - PartTimeElections (0000CC-Vacant)		Salaried	0.53	280	-	520	800	11	-	0.01
Total Non FTE Count				280	-	520	800	11	-	0.01
Total 0603-51440 - Elections				280	-	520	800	11	-	0.01
Total 0603 - County Clerk-Elections				280	-	520	800	11	-	0.01
0605 - Committees & Commissions										
0605-51120 - Committees & Commissions										
Non FTE Count										
3701-County Board Super (3701-10195): ALLEN BREU (10195)		Salaried	100.00	2,400	186	3,777	6,363	2,080	-	1.00
3701-County Board Super (3701-10217): THOMAS BUTTKE (102		Salaried	100.00	2,424	188	-	2,612	2,080	-	1.00
3701-County Board Super (3701-10235): WILLIAM CLENDENNI		Salaried	100.00	2,400	186	3,777	6,363	2,080	-	1.00
3701-County Board Super (3701-10609): LANCE PLIML (10609)		Salaried	100.00	22,400	1,737	3,777	27,914	2,080	-	1.00
3701-County Board Super (3701-10613): DENNIS POLACH (106		Salaried	100.00	2,400	186	3,777	6,363	2,080	-	1.00
3701-County Board Super (3701-10654): DONNA ROZAR (1065		Salaried	100.00	2,400	186	3,777	6,363	2,080	-	1.00
3701-County Board Super (3701-10778): EDWARD WAGNER (1		Salaried	100.00	2,400	186	3,777	6,363	2,080	-	1.00
3701-County Board Super (3701-10808): WILLIAM WINCH (108		Salaried	100.00	2,400	186	3,777	6,363	2,080	-	1.00
3701-County Board Super (3701-11991): BRAD HAMILTON (11		Salaried	100.00	2,400	186	3,777	6,363	2,080	-	1.00



# Operating Position Cost Summary

Report data returned based on the user's security permissions.

Fiscal Year2024

Forecast Year2024

Department or Sub-Department06 - County Clerk

Position	Pay Grade	Step	Alloc. %	Salary	Modifiers	Premiums	Total	Hours	Premium Hours	FTE
3701-County Board Super (3701-11992): BILL LEICHTNAM (119		Salaried	100.00	2,400	186	3,777	6,363	2,080	-	1.00
3701-County Board Super (3701-12069): JOSEPH ZURFLUH (12		Salaried	100.00	2,400	186	3,777	6,363	2,080	-	1.00
3701-County Board Super (3701-12257): DAVID LA FONTAINE (		Salaried	100.00	2,400	186	3,777	6,363	2,080	-	1.00
3701-County Board Super (3701-12333): ADAM FISCHER (1233		Salaried	100.00	2,400	186	3,777	6,363	2,080	-	1.00
3701-County Board Super (3701-12574): JACOB HAHN (12574)		Salaried	100.00	2,400	186	3,777	6,363	2,080	-	1.00
3701-County Board Super (3701-12895): LAURA VALENSTEIN (		Salaried	100.00	3,360	261	3,777	7,397	2,080	-	1.00
3701-County Board Super (3701-12896): LEE THAO (12896)		Salaried	100.00	2,400	186	3,777	6,363	2,080	-	1.00
3701-County Board Super (3701-12897): JOHN HOKAMP (1289		Salaried	100.00	2,400	186	3,777	6,363	2,080	-	1.00
3701-County Board Super (3701-12994): WILLIAM VOIGHT (129		Salaried	100.00	2,424	188	-	2,612	2,080	-	1.00
3701-County Board Super (3701-13261): JEFF PENZKOVER (132		Salaried	100.00	2,424	188	-	2,612	2,080	-	1.00
Total Non FTE Count				66,632	5,168	60,427	132,227	39,520	-	19.00
Total 0605-51120 - Committees & Commissions				66,632	5,168	60,427	132,227	39,520	-	19.00
Total 0605 - Committees & Commissions				66,632	5,168	60,427	132,227	39,520	-	19.00
Total 06 - County Clerk				242,555	79,703	60,947	383,204	45,251	-	21.76
Grand Total				242,555	79,703	60,947	383,204	45,251	-	21.76



## WOOD COUNTY EMPLOYEE WELLNESS PROGRAM

### Wellness Program Mission Statement

To provide a worksite culture and environment which supports making healthy lifestyle choices. Implement a comprehensive worksite wellness program which educates, empowers, and engages Wood County employees and families to adopt and maintain healthy lifestyle behaviors.

### Program Overview

Wood County recognizes that in order for employees to be effective in their roles, they need to be physically, mentally, emotionally, and spiritually healthy. To that end, management will make every effort to support employees in achieving their wellness goals. To assist employees in maintaining healthy lifestyles, Wood County implemented the Wood County Employee Wellness Program (Wellness Program).

### Objectives

1. To provide a culture of wellness where employees feel supported and empowered to work toward their individual wellness goals.
2. To contribute to a workforce that is healthy, present, and productive.
3. To provide flexibility during work hours to maximize well-being.

Funding for the Wellness Program and incentives comes from the Wood County Health Insurance Fund. Dollars are contributed to this fund by employees enrolled in Wood County health insurance and by Wood County Departments on behalf of all benefit-eligible employees.

### Eligibility

All current Wood County employees are eligible to participate in the **voluntary** Wellness Program and activities. Only benefit-eligible employees of Wood County are eligible to receive incentives for participation in wellness activities and events. Other individuals, such as contracted staff, interns, and non-benefit-eligible employees may participate in employee wellness initiatives, provided there is no cost to Wood County for the activity or event. Spousal participation may be offered for those enrolled in Wood County's health insurance but spouses are not eligible to receive incentives.

### Program Outline

Participation in the Wellness Program consists of three (3) core activities and a variety of supporting activities. The three core activities are:

1. Biometrics Screening
2. Health Risk Assessment (HRA)
3. Health Coaching Session

The first two core activities must be completed by March 31<sup>st</sup> of each year, and the third core activity must be completed by June 30<sup>th</sup> of each year to qualify for the health insurance premium incentive for the following calendar year. Supporting activities are optional and may be completed to earn an annual wellness incentive bonus. The three core activities must be completed in order to be eligible for the



## WOOD COUNTY EMPLOYEE WELLNESS PROGRAM

annual incentive bonus. Supporting activities, applicable point value, and wellness incentive bonus amounts are set annually and defined in the Annual Wellness Program brochure. The annual incentive bonus is paid through payroll, on a regular pay date in January of the following year. In order to be eligible for the bonus payment, the participant must be an active employee as of the selected pay date. All bonus amounts are considered taxable earnings.

### Wellness Portal

All individual Wellness Program activity progress is tracked through [www.managewell.com](http://www.managewell.com). The ManageWell wellness portal is a personalized and confidential online resource that serves as a single point access for Wood County employees, integrating and organizing a broad range of information and services- ranging from personal health records and health assessments, to educational content and wellness challenges. Employees are provided with a ManageWell account upon hire. Questions regarding access to the portal can be directed to the Wellness Coordinator.

### New Employee Eligibility

New employees will automatically receive the health insurance premium incentive for the calendar year in which they were hired and are eligible to participate in the supporting activities immediately. To receive the health insurance premium incentive for the following calendar year, new employees must complete the three core activities by the deadlines specified or within 90 days of hire, whichever is greater. An overview of the program, process, and deadlines is provided at New Employee Orientation. This is the same process for employees with a mid-year change (Qualifying Event).

### Late Participant Policy

Employees who miss any of the deadlines listed in the Program Outline are considered late participants. Late participants are still able to participate in the program and are encouraged to communicate directly with the Wellness Coordinator to schedule their missed appointments as soon as possible.

Late participants will be subject to a loss of their health insurance premium incentive for the number of months that directly correlates to the number of months they were beyond the deadline for any of the three core activities. For example, if an employee completes their Biometrics Screening and HRA on time but forgets to schedule their Health Coaching session by the June 30<sup>th</sup> deadline, and instead completes the coaching on July 20<sup>th</sup>, they will lose their health insurance incentive for one month. If an employee misses multiple deadlines, the loss of the health insurance premium incentive will be based on the highest number of months missed. For example, if an employee misses their Biometrics Screening by one month, their Health Risk Assessment by two months, and completes their Health Coaching session three months late, they will lose their health insurance premium incentive for three months.

An employee who fails to complete each of the three core activities at any time in the current year is not considered a participant in the Wellness Program and will not receive the health insurance premium incentive for the following year.



## WOOD COUNTY EMPLOYEE WELLNESS PROGRAM

An employee who elects to participate in the County offered health insurance program at Open Enrollment, and has not completed the three core activities, will be given the opportunity to complete them and receive the premium discount. However, they will pay the full premium until all three core activities are complete.

For purposes of this policy, the loss of the health insurance premium incentive will equate to two pay periods per month.

### Appeal Process

While the deadlines indicated above are important to maintain the Wellness Program's structure and integrity, in the event that an employee misses any deadline and believes they have a valid and extenuating reason for doing so, the following appeal process may be utilized in an effort to potentially avoid losing their health insurance premium incentive:

1. **Appeal to Wellness Coordinator:** Any employee wishing to appeal a missed deadline of the Wellness Program or a decision made by the Wellness Coordinator should first discuss the problem with the Wood County Wellness Coordinator, within ten (10) working days of the missed deadline that is the subject of the appeal. A meeting will be held, either by phone or in-person, to discuss the complaint at a mutually agreeable time between the Wellness Coordinator and the employee. The Wellness Coordinator shall give an answer to the complaint, in writing, within ten (10) working days from the date the initial appeal meeting was held. If any employee is uncomfortable addressing their appeal directly with the Wellness Coordinator, they may request assistance from Human Resources.
2. **Appeal to the Executive Committee:** If the employee is not satisfied with the response or decision of the Wellness Coordinator, the employee may present a written appeal directed to the Wood County Executive Committee. Written appeals shall be delivered to the Wellness Coordinator within ten (10) working days of the Wellness Coordinator's initial appeal response. Upon receiving the written appeal, the Wellness Coordinator will remove any and all personally identifiable information before presenting the appeal to the Executive Committee. The written appeal must include the specific deadline the employee is wishing to appeal, the date of the deadline, the reason for missing the deadline, the proposed resolution, and as much supporting information as possible. It is recommended, but not required, that the employee use the established Wellness Appeal Process Form. If the initial appeal does not provide the required information (as listed above), the employee will be notified and given ten (10) working days from the date it was submitted to provide this information. Unless there are significant mitigating circumstances, failure to provide the required information before the ten (10) working days will invalidate the appeal.



## WOOD COUNTY EMPLOYEE WELLNESS PROGRAM

The Executive Committee shall review the written appeal and any relevant documentation, as presented by the Wellness Coordinator, at their next regularly scheduled meeting. The majority vote of the Committee will either approve or deny the appeal. In the event that an appeal is denied, the Wellness Coordinator will provide a letter or email to the employee within ten (10) working days. The letter will contain the reason for denial and any incentives lost, in the current year or the year to follow, as they pertain to the employee. In the event that an appeal is approved, the Wellness Coordinator will work with the employee and Human Resources to ensure that any activities missed as a result of the appeal are completed within a reasonable amount of time and any incentives, in the current year and/or the year to follow, are awarded appropriately.

Timelines and submission dates detailed above may be modified by mutual agreement of the parties involved at that step of the appeal process, up to twice the original response time. If such an agreement is reached, it should be put in writing for future reference.

Failure of an employee to submit a written appeal to the Wellness Coordinator within ten (10) working days of the Wellness Coordinator's original response or the missed deadline in question will be considered as a denial and a written letter or email will be sent to the employee and, at a minimum, contain the reason for denial and any incentives lost, in the current year or the year to follow, as they pertain to the employee.

### **No-Show Procedure**

To further maintain the Wellness Program's structure and integrity, it is important that employees sign-up in advance for Health Coaching sessions and arrive on time for scheduled appointments. This policy establishes a standardized process for the dismissal of participants from the Wood County Employee Wellness Program for the calendar year, if the employee fails to attend scheduled appointments three (3) times.

The Wellness Coordinator will monitor "no-shows" and cancellations. The specific data will be shared with the Human Resources Director and a joint decision will be made regarding dismissal for excessive no-shows and/or cancellations as outlined below. Although Wood County strives to provide compassionate and excellent care for all Wellness Program participants, certain occurrences may make it necessary to dismiss a participant from the Wellness Program. In that event, the following procedure will apply:

### Definitions

**No-Show:** any time a participant does not show for a scheduled coaching appointment or cancels same day.

**Late Cancellation:** any time an employee cancels a scheduled appointment with less than 24 hours advance notice.

**Late Arrival:** arriving 10 minutes or more past the employee's scheduled appointment time.



## WOOD COUNTY EMPLOYEE WELLNESS PROGRAM

### Procedure

1. Upon the first no-show or cancellation by a participant, the Wellness Coordinator will notify the participant via e-mail or letter. The correspondence will contain, at minimum, the following components:
  - a. Notification of the dismissal procedure
  - b. Instructions for scheduling a new appointment
2. After the second no-show or cancellation by a participant, the Wellness Coordinator will notify the participant via e-mail or letter. The correspondence will contain, at minimum, the following components:
  - a. Notification of the dismissal procedure
  - b. Instructions for scheduling a new appointment
  - c. Notification that a third no show will result in dismissal from the Wellness Program for the remainder of the year
3. After the third no-show or cancellation by a participant, the Wellness Coordinator will notify the Human Resources Director. A dismissal letter will be generated and will contain, at minimum, the following components:
  - a. Reason for dismissal
  - b. Elimination of any health insurance premium incentive for the following year

The letter will be mailed to the participant via certified mail, with a return receipt requested.

Employees who miss one of the three core activities, and therefore lose their health insurance premium incentive, are still eligible to participate in the supporting activities but are not able to earn an annual incentive bonus.

In the event that an employee is dismissed from the Wellness Program and believes they have a valid and extenuating reason for missing scheduled appointments, they may utilize the appeal process to potentially avoid losing their health insurance premium incentive.

### **Influenza Vaccination Policy**

Annually Wood County offers influenza vaccination clinics where vaccinations are offered free of charge to all current Wood County employees (regardless of health insurance coverage) and Wood County health insurance covered dependents over the age of six. Dependents must bring a current Wood County health insurance card. Adult dependents must bring one form of identification to receive the vaccine and minors must be accompanied by a parent or guardian. All employees and dependents must register in advance of the clinics to ensure an adequate supply of vaccinations are available.



## **WOOD COUNTY EMPLOYEE WELLNESS PROGRAM**

### **Sit/Stand Workstations and other Ergonomic Equipment**

In order to ensure the appropriate purchase of sit/stand workstations or other ergonomic equipment, departments will work with the Wellness Coordinator and Facilities Manager to select materials

approved by the Executive Committee or recommended by an occupational health professional skilled in ergonomic assessment. The Wellness Coordinator will connect employees with such professionals with the approval of the Department Head whenever sit/stand or other ergonomic materials are needed or are being considered. Costs associated with professional ergonomic assessments that are approved by the Wellness Coordinator and the Department Head will be reimbursed through the Wellness Program budget. Specific equipment purchased will be at the expense of the department employing the individual receiving the equipment. The team will also work with the Safety & Risk Specialist and the Purchasing Clerk to order equipment to ensure best quality, price, and warranty.

### **Ergonomic Computer Workstation Evaluations**

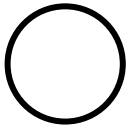
When an employee files an injury report or has complaints of pain, numbness, tingling, etc. or they sit at a computer terminal for greater than five hours a day, an ergonomic assessment should be considered. An ergonomic specialist can identify problem areas and make recommendations to decrease pain or prevent future problems.

An ergonomic specialist will complete a comprehensive evaluation that includes:

- Observation of employee at their workstation
- A thorough history of signs and symptoms, and any related issues
- Workstation measurements
- Workstation modifications, if possible
- Recommendations for changes
- Suggestions for equipment needs

### **Wellness Break**

During work hours, one means of providing wellness support is to allow employees to use their lunch and other breaks collectively to work toward their wellness goals. Employees who wish to combine their breaks for wellness activities should consult the Wellness Policy in the Employee Policy Handbook for more details.



RESOLUTION#

Introduced by Operations Committee  
Page 1 of 1

ITEM#  
DATE September 20, 2023  
Effective Date September 20, 2023

Motion: Adopted: ☐  
1<sup>st</sup> \_\_\_\_\_ Lost: ☐  
2<sup>nd</sup> \_\_\_\_\_ Tabled: ☐  
No: \_\_\_\_\_ Yes: \_\_\_\_\_ Absent: \_\_\_\_\_  
Number of votes required:  
☒ Majority ☐ Two-thirds  
Reviewed by: \_\_\_\_\_, Corp Counsel  
Reviewed by: \_\_\_\_\_, Finance Dir.

HLG

INTENT & SYNOPSIS: To have recently tax-deeded property deeded back to the prior owner due to the prior owner having filed for bankruptcy and the application of the bankruptcy laws 'look back' provisions.

FISCAL NOTE: Technically, none. The county will recover the overdue taxes via payments made through the bankruptcy proceedings as opposed to selling the property.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Buttke, T			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Penzkover, J			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

WHEREAS, the property owners had not paid their real property taxes on their home at 330 14<sup>th</sup> Street North, Wisconsin Rapids, and

WHEREAS, the Wood County Treasurer’s Office utilized the appropriate statutory procedures to tax deed the property to the county for the unpaid taxes and by means of Resolution 23-7-1 the Wood County Board of Supervisors did authorize the property to be taken by tax deed by the county, which was then done, and

WHEREAS, the prior owners of the property filed a Ch. 13 bankruptcy petition on August 11, 2023, and

WHEREAS, the bankruptcy code allows for a debtor, such as the property owners, to recover to the bankruptcy estate any property of the debtor’s conveyed within the past two years for which full value of the property was not given and courts have construed this to include property taken by tax deed, and

WHEREAS, counsel for the debtors have asked the county to deed the property back to the former owners/debtors in lieu of having a hearing on same and have agreed that the real estate taxes will be paid via the bankruptcy payment plan, and

WHEREAS, the county has a right to recover the overdue property taxes from the bankruptcy estate and its right to do so is given priority over most other claims, and

WHEREAS, the Corporation Counsel is recommending the County Board voluntarily deed the real property here back to the former owners and recover the overdue taxes via the bankruptcy proceeding, as opposed to forcing a hearing on the matter, in as much as the law is clear that the county will have to turn over the property to the former owners, and

WHEREAS, the Treasurer would prefer not to have responsibility for the property if we are not able to immediately attempt to sell same,

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to, authorize and direct the County Clerk to sign a deed that conveys the property located at 330 14<sup>th</sup> Street North, Wisconsin Rapids to its recent former owners.

{ }

ED WAGNER, CHAIR  
DONNA ROZAR, VICE CHAIR  
ADAM G FISCHER  
LANCE A PLIML  
LAURA VALENSTEIN

Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

County Clerk

County Board Chairman



## **TREASURER'S MISSION STATEMENT**

### *MISSION STATEMENT*

The Wood County Treasurer's Office is dedicated to courteously providing the highest level of customer service, in an efficient, consistent, and professional manner by fulfilling its statutory duty to, and on behalf of, the taxpayers of Wood County.



# Department Operating Budget Narrative

Account Number	Description	2024 Requested	2023 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
28 - Treasurer						
2801 - Treasurer						
Revenue / Funding Source						
2801-41150 - Forest Cropland/Managed Forest						
101-2801-41150-???-000	41-000 - Taxes	25,000	25,000	0	0.00%	
2801-41800 - Interest & Penalties on Taxes						
101-2801-41800-???-000	41-000 - Taxes	342,800	394,000	(51,200)	-12.99%	Have become more efficient with collecting older taxes and catching up
2801-43640 - Cty Share Managed Forest						
101-2801-43640-???-000	43-000 - Intergovernmental Revenues	20,000	20,000	0	0.00%	
2801-46121 - Treas Fees-Redemption Notices						
101-2801-46121-???-000	46-000 - Public Charges for Services	6,000	4,000	2,000	+50.00%	
2801-46122 - Public Chgs-Property Conversio						
101-2801-46122-???-000	46-000 - Public Charges for Services	1,000	1,000	0	0.00%	
2801-46194 - Copy Fees						
101-2801-46194-???-000	46-000 - Public Charges for Services	0	0	0	0.00%	
2801-48300 - Property Sales						
101-2801-48300-???-000	48-000 - Miscellaneous Revenues	7,500	10,000	(2,500)	-25.00%	Act 216 passed giving all proceeds to homeowners regardless of
2801-48900 - Miscellaneous Revenueue						
101-2801-48900-???-000	48-000 - Miscellaneous Revenues	200	200	0	0.00%	
Expense / Expenditure						
2801-51520 - Treasurer						
101-2801-51520-???-101	101 - Wages-Permanent	178,140	204,961	(26,820)	-13.09%	Eliminated 1 full-time position
101-2801-51520-???-107	107 - Sick Leave	5,235	6,763	(1,528)	-22.59%	Eliminated 1 full-time position
101-2801-51520-???-108	108 - Vacation	7,579	8,693	(1,114)	-12.82%	Eliminated 1 full-time position
101-2801-51520-???-109	109 - Holiday	4,338	5,613	(1,274)	-22.71%	Eliminated 1 full-time position
101-2801-51520-???-110	110 - Funeral/Jury/Other	0	0	0	0.00%	
101-2801-51520-???-120	120 - FICA	14,940	17,291	(2,351)	-13.60%	Eliminated 1 full-time position
101-2801-51520-???-130	130 - Health Insurance	49,709	63,718	(14,009)	-21.99%	Eliminated 1 full-time position
101-2801-51520-???-132	132 - Post Employment Benefits	3,906	3,751	155	+4.13%	
101-2801-51520-???-133	133 - Vision Insurance	155	181	(26)	-14.27%	Eliminated 1 full-time position
101-2801-51520-???-140	140 - Life Insurance	45	60	(15)	-25.00%	Eliminated 1 full-time position
101-2801-51520-???-151	151 - Retirement	13,475	15,370	(1,895)	-12.33%	Eliminated 1 full-time position
101-2801-51520-???-160	160 - Worker's Compensation	207	344	(137)	-39.75%	Eliminated 1 full-time position
101-2801-51520-???-172	172 - Training / Conference / CPE	600	600	0	0.00%	
101-2801-51520-???-214	214 - Prof Serv-Printing	7,000	7,000	0	0.00%	
101-2801-51520-???-215	215 - Prof Serv-Other	19,700	19,700	0	0.00%	
101-2801-51520-???-219	219 - Prof Serv-Other	1,000	5,000	(4,000)	-80.00%	Eliminated fees for banking services
101-2801-51520-???-221	221 - Utility Service-Cellphone / Telephone	2,000	2,000	0	0.00%	
101-2801-51520-???-230	230 - R/M Serv-PC Replacement	1,390	1,650	(260)	-15.76%	IT credit for unused computer from eliminated position
101-2801-51520-???-236	236 - R/M Serv-Lic Agreeemt-Software	20,575	20,575	0	0.00%	
101-2801-51520-???-243	243 - R/M Serv Other-Equipment	200	200	0	0.00%	
101-2801-51520-???-310	310 - Debit Cards	500	500	0	0.00%	



## Department Operating Budget Narrative

101-2801-51520-???-311	311 - Office Supplies	3,000	3,000	0	0.00%	
101-2801-51520-???-312	312 - Copy Expense	2,000	3,600	(1,600)	-44.44%	EO Johnson plan
101-2801-51520-???-313	313 - Postage	17,000	17,000	0	0.00%	
101-2801-51520-???-323	323 - Public Notices	500	500	0	0.00%	
101-2801-51520-???-328	328 - Dues	500	500	0	0.00%	
101-2801-51520-???-331	331 - Mileage	1,800	1,800	0	0.00%	
101-2801-51520-???-332	332 - Meals	500	500	0	0.00%	
101-2801-51520-???-333	333 - Lodging / Hotels	1,500	1,500	0	0.00%	
101-2801-51520-???-341	341 - Operating Supplies & Expense	2,500	2,500	0	0.00%	
101-2801-51520-???-511	511 - Insurance-Liability	2,642	1,848	794	+42.96%	Risk Manager sets rate for Department
101-2801-51520-???-531	531 - Rent-Interdepartment	33,864	33,864	0	0.00%	
101-2801-51520-???-560	560 - Illegal Taxes & Refunds	3,900	3,900	0	0.00%	
101-2801-51520-???-561	561 - Delinq Property Chargebacks	2,000	2,000	0	0.00%	

<b>Total 28 - Treasurer</b>		<b>(99)</b>	<b>2,281</b>	<b>(2,380)</b>	<b>-104.35%</b>	
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# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2024 Budget	% Change	2023 Budget	2023 Actual	2023 Estimate
<b>28 - Treasurer</b>					
<b>2801 - Treasurer</b>					
<u>Revenue / Funding Source</u>					
2801-41150 - Forest Cropland/Managed Forest					
41 - Taxes	25,000	0.00%	25,000	73,363	73,363
2801-41150 - Forest Cropland/Managed	<b>25,000</b>	<b>0.00%</b>	<b>25,000</b>	<b>73,363</b>	<b>73,363</b>
2801-41800 - Interest & Penalties on Taxes					
41 - Taxes	342,800	-12.99%	394,000	243,803	320,000
2801-41800 - Interest & Penalties on Taxes	<b>342,800</b>	<b>-12.99%</b>	<b>394,000</b>	<b>243,803</b>	<b>320,000</b>
2801-43640 - Cty Share Managed Forest Lands					
43 - Intergovernmental Revenues	20,000	0.00%	20,000	0	20,000
2801-43640 - Cty Share Managed Forest	<b>20,000</b>	<b>0.00%</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>
2801-46121 - Treas Fees-Redemption Notices					
46 - Public Charges for Services	6,000	+50.00%	4,000	6,450	7,000
2801-46121 - Treas Fees-Redemption	<b>6,000</b>	<b>+50.00%</b>	<b>4,000</b>	<b>6,450</b>	<b>7,000</b>
2801-46122 - Public Chgs-Property Conversio					
46 - Public Charges for Services	1,000	0.00%	1,000	2,354	1,338
2801-46122 - Public Chgs-Property	<b>1,000</b>	<b>0.00%</b>	<b>1,000</b>	<b>2,354</b>	<b>1,338</b>
2801-46194 - Copy Fees					
46 - Public Charges for Services	0	0.00%	0	0	
2801-46194 - Copy Fees Total	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	
2801-48300 - Property Sales					
48 - Miscellaneous Revenues	7,500	-25.00%	10,000	2,000	4,000
2801-48300 - Property Sales Total	<b>7,500</b>	<b>-25.00%</b>	<b>10,000</b>	<b>2,000</b>	<b>4,000</b>
2801-48900 - Miscellaneous Revenue					
48 - Miscellaneous Revenues	200	0.00%	200	(363)	(363)
2801-48900 - Miscellaneous Revenue Total	<b>200</b>	<b>0.00%</b>	<b>200</b>	<b>(363)</b>	<b>(363)</b>
Revenue / Funding Source Total	<b>402,500</b>	<b>-11.38%</b>	<b>454,200</b>	<b>327,607</b>	<b>425,338</b>
<u>Expense / Expenditure</u>					
2801-51520 - Treasurer					
100 - Personnel Services	278,330	-14.97%	327,344	169,052	282,086
200 - Contractual Services	51,865	-7.59%	56,125	35,501	45,061
300 - Supplies and Expense	29,800	-5.10%	31,400	17,034	25,580
500 - Fixed Charges	42,406	+1.91%	41,612	48,622	64,612
2801-51520 - Treasurer Total	<b>402,401</b>	<b>-11.85%</b>	<b>456,481</b>	<b>270,209</b>	<b>417,338</b>
Expense / Expenditure Total	<b>402,401</b>	<b>-11.85%</b>	<b>456,481</b>	<b>270,209</b>	<b>417,338</b>
<b>2801 - Treasurer Total</b>	<b>(99)</b>	<b>-104.35%</b>	<b>2,281</b>	<b>(57,398)</b>	<b>(8,000)</b>
<b>28 - Treasurer Total</b>	<b>(99)</b>	<b>-104.35%</b>	<b>2,281</b>	<b>(57,398)</b>	<b>(8,000)</b>



# Department Operating Budget Summary

2024 Budget Summary				
<b>Department: 28 - Treasurer</b>	2801 - Treasurer	2024 Total	Change %	2023 Budget
Revenue / Funding Source				
41 - Taxes	367,800	<b>367,800</b>	-12.22%	419,000
43 - Intergovernmental Revenues	20,000	<b>20,000</b>	0.00%	20,000
46 - Public Charges for Services	7,000	<b>7,000</b>	+40.00%	5,000
48 - Miscellaneous Revenues	7,700	<b>7,700</b>	-24.51%	10,200
Total Operating Revenues	402,500	<b>402,500</b>	-11.38%	454,200
Revenue / Funding Source Total	402,500	<b>402,500</b>	-11.38%	454,200
Expense / Expenditure				
100 - Personnel Services	278,330	<b>278,330</b>	-14.97%	327,344
200 - Contractual Services	51,865	<b>51,865</b>	-7.59%	56,125
300 - Supplies and Expense	29,800	<b>29,800</b>	-5.10%	31,400
500 - Fixed Charges	42,406	<b>42,406</b>	+1.91%	41,612
Total Operating Expenditures	402,401	<b>402,401</b>	-11.85%	456,481
Expense / Expenditure Total	402,401	<b>402,401</b>	-11.85%	456,481
<b>28 - Treasurer Total</b>	<b>(99)</b>	<b>(99)</b>	-104.35%	2,281

2023 Budget Summary		
<b>Department: 28 - Treasurer</b>	2801 - Treasurer	2023 Budget
Revenue / Funding Source		
41 - Taxes	419,000	<b>419,000</b>
43 - Intergovernmental Revenues	20,000	<b>20,000</b>
46 - Public Charges for Services	5,000	<b>5,000</b>
48 - Miscellaneous Revenues	10,200	<b>10,200</b>
Total Operating Revenues	454,200	<b>454,200</b>
Revenue / Funding Source Total	454,200	<b>454,200</b>
Expense / Expenditure		
100 - Personnel Services	327,344	<b>327,344</b>
200 - Contractual Services	56,125	<b>56,125</b>
300 - Supplies and Expense	31,400	<b>31,400</b>
500 - Fixed Charges	41,612	<b>41,612</b>
Total Operating Expenditures	456,481	<b>456,481</b>
Expense / Expenditure Total	456,481	<b>456,481</b>
<b>28 - Treasurer Total</b>	<b>2,281</b>	<b>2,281</b>

# Operating Position Cost Summary

Report data returned based on the user's security permissions.

Fiscal Year 2024  
 Forecast Year 2024  
 Department or Sub-Department 28 - Treasurer

Position	Pay Grade	Step	Alloc. %	Salary	Modifiers	Premiums	Total	Hours	Premium Hours	FTE
28 - Treasurer				195,293	82,437	-	277,730	6,175	-	2.97
2801 - Treasurer				195,293	82,437	-	277,730	6,175	-	2.97
2801-51520 - Treasurer				195,293	82,437	-	277,730	6,175	-	2.97
(Unassigned)				195,293	82,437	-	277,730	6,175	-	2.97
3401-Treasurer (3401-10316): HEATHER GEHRT (10316)		Salaried	96.88	82,494	30,068	-	112,562	2,015	-	0.97
3402-Deputy Treasurer (3402-12181): CHERYL KROHN (12181)	Grade G	Step 8	100.00	57,096	26,288	-	83,384	2,080	-	1.00
3404-Real Property Lister (3404-10860): NANCY MARTI (10860)	Grade G	Step 6	100.00	55,702	26,081	-	81,784	2,080	-	1.00
Total (Unassigned)				195,293	82,437	-	277,730	6,175	-	2.97
Total 2801-51520 - Treasurer				195,293	82,437	-	277,730	6,175	-	2.97
Total 2801 - Treasurer				195,293	82,437	-	277,730	6,175	-	2.97
Total 28 - Treasurer				195,293	82,437	-	277,730	6,175	-	2.97
Grand Total				195,293	82,437	-	277,730	6,175	-	2.97





## Wood County Land Information Office

Author: Wood County Land Information Office

Date Printed: 9/7/2023 8:54 AM

DISCLAIMER: This map is not a survey. No information on this website is intended to serve as legal evidence of size, shape, location or ownership of real estate or environmental features. Wood County assumes no liability related to the use of this map.





# Wood County

## WISCONSIN

Office of  
Finance Director

**Edward Newton**  
Finance Director

**Date:** September 12, 2023  
**To:** Operations Committee

**Subject:** Finance Department Update  
**From:** Ed Newton & PaNyia Yang

---

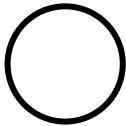
### **Departmental Activities and Projects - Ongoing/Upcoming**

- 2022 Annual Audit and Reporting (Newton/Yang).
- 2022 Single Audit (Newton/Yang).
- 2022 Cost Allocation Plan planning and preparation (Newton/Yang).
- 2022 Form A preliminary/audited filing (Yang).
- Ongoing year-end/audit/single audit/discussions with WIPFLI (Newton/Yang).
- Ongoing consulting with CLA (Newton/Yang).
- Prepare/file quarterly ARPA report (Newton).
- Prepare/file semi-annual Opioid report (Newton).
- Prepare/file annual Local Assistance and Tribal Consistency Fund (LATCF) report (Newton).
- Review departments budget to actuals expenditures (Newton/Yang).
- Assisting departments on various questions (Newton/Yang/Weiler/Nelson).
- Questica – Upgrade, improve current reports, update functions, and training (Newton/Yang).
- 2024 – 2028 Capital Improvement Plan – CIP request/borrowing/funding needs (Newton/Yang).
- Debt funding – 2024 CIP projects/Jail/cash expenditure timeline (Newton/Yang).
- Staff development - succession planning (Newton/Yang).
- Opioid settlement/securitization/upcoming settlement information (Newton/Yang).
- AP cross training (Nelson/Weiler).
- Prepare monthly voucher reports for committee packets (Nelson).
- Prepare/review various resolutions (Newton/Yang).
- GASB 96 – (Subscription-Based Information Technology Arrangements-SBITA) review (Newton/Yang).
- File annual report (EMMA) (Yang).
- Account Payable ACH (Nelson).

### **Meetings, Webinars and Conferences**

- Weekly WCA County Leadership meetings (Newton).
- Attend County Board meeting (Newton/Yang).
- Attend various committee meetings (Newton/Yang).
- Attend Marshfield Fairgrounds Commission meeting (Newton)
- Attend City of Marshfield TID meeting (Newton)
- Attend Village of Vesper TID meeting (Newton)
- Attend Department Head meeting (Newton)
- Various discussion with Baird/Quarles regarding 2023 Debt funding request (Newton/Yang).
- Various discussion with CLA regarding GASB 96 implementation (Newton/Yang).
- Various discussion with IT regarding GASB 96 (Newton/Yang).
- Various discussions and meetings with Human Resources/Risk Mgmt (Newton/Yang/Weiler).
- Various discussions and meetings with Human Services (Newton/Yang).
- Various discussions and meetings with Health Dept. (Newton/Yang)
- Various discussions/training with departments regarding budgets (Newton/Yang).





RESOLUTION#

Introduced by  
Page 1 of 1

CEED and Operations Committee

ITEM# 4 -  
DATE September 20, 2023  
Effective Date Upon Passage and Publication

Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:

Majority

X

 Two-thirds

Reviewed by:

, Corp Counsel

Reviewed by:

, Finance Dir.

LAR

INTENT & SYNOPSIS: To seek County Board approval to amend the 2023 Wood County Department of Agriculture, Trade and Consumer Protection (DATCP) grant budget for unanticipated state aid monies and to appropriate those monies to the DATCP grant budget expenditures.

FISCAL NOTE: No cost to Wood County. The source of the funding is unanticipated revenue from the DATCP in the form of 2022 DATCP Bond grant funds.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Buttke, T			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Penzkover, J			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

Account	Account Name	Debit	Credit
56122	DATCP Grant		\$35,292.96
43586-480	State Aid	\$35,292.96	

WHEREAS, the Land & Water Conservation Department received 2022 grant funds in the amount of \$35,292.96 to disburse as cost-share payments to landowners, and

WHEREAS, the 2022 grant funds were not rolled over and not included in the 2023 budgeted amount, and

WHEREAS, the \$35,292.96 will have no impact on the county tax levy, and

THEREFORE BE IT RESOLVED, that the Wood County State Aid Land & Water Conservation Department account (43586-480) be amended to accept \$35,292.96 of state aid monies and appropriate those monies to the DATCP Grant budget expenditures (56122) for disbursing as cost-share payments for participants, and

BE IT FURTHER RESOLVED, that pursuant to §65.90 (5), Wisconsin Statutes, the County Clerk is directed to post a notice of this budget change within fifteen (15) days.

{ }

Bill Leichtnam (Chair)

Tom Buttke

Jake Hahn

Dave LaFontaine

Laura Valenstein

Carmen Good – Citizens Member

Ed Wagner (Chair)

Donna Rozar

Adam Fischer

Lance Pliml

Laura Valenstein

Adopted by the County Board of Wood County, this                      day of                      20   23   .

County Clerk

County Board Chairman

## Wood County Finance Mission Statement

The mission of the Finance Department is to provide financial stability to the County level of government for the residents of Wood County. In order to achieve this, the Department must be able to provide a comprehensive financial accounting and reporting system for the entire reporting entity. The Department must also be able to provide the support for the annual budget process.

The Finance Department's mission must avail itself to all Federal and State laws and financial reporting requirements established by the Governmental Accounting Standards Board (GASB). The Finance Department must also provide the financial and budgeting activities of Wood County under more specific guidance from the ordinances and resolutions of the County Board of Supervisors.



# Department Operating Budget Summary

2024 Budget Summary				
<b>Department: 14 - Finance</b>	1401 - Finance-Administration	2024 Total	Change %	2023 Budget
Revenue / Funding Source				
46 - Public Charges for Services	400	<b>400</b>	0.00%	400
48 - Miscellaneous Revenues	0	<b>0</b>	0.00%	0
Revenue / Funding Source Total	400	<b>400</b>	0.00%	400
Expense / Expenditure				
100 - Personnel Services	452,987	<b>452,987</b>	+5.30%	430,194
200 - Contractual Services	89,475	<b>89,475</b>	+2.79%	87,045
300 - Supplies and Expense	6,085	<b>6,085</b>	+15.14%	5,285
500 - Fixed Charges	20,606	<b>20,606</b>	+6.89%	19,278
600 - Debt Service		<b>0</b>	0.00%	0
Expense / Expenditure Total	569,153	<b>569,153</b>	+5.05%	541,802
<b>Beginning Carryover</b>	0	<b>0</b>	NA	0
<b>Ending Carryover</b>	0	<b>0</b>	NA	0
<b>14 - Finance Total</b>	<b>568,753</b>	<b>568,753</b>	<b>+5.05%</b>	<b>541,402</b>

2023 Budget Summary		
<b>Department: 14 - Finance</b>	1401 - Finance-Administration	2023 Budget
Revenue / Funding Source		
46 - Public Charges for Services	400	<b>400</b>
48 - Miscellaneous Revenues	0	<b>0</b>
Revenue / Funding Source Total	400	<b>400</b>
Expense / Expenditure		
100 - Personnel Services	430,194	<b>430,194</b>
200 - Contractual Services	87,045	<b>87,045</b>
300 - Supplies and Expense	5,285	<b>5,285</b>
500 - Fixed Charges	19,278	<b>19,278</b>
600 - Debt Service		<b>0</b>
Expense / Expenditure Total	541,802	<b>541,802</b>
<b>Beginning Carryover</b>	0	<b>0</b>
<b>Ending Carryover</b>	0	<b>0</b>
<b>14 - Finance Total</b>	<b>541,402</b>	<b>541,402</b>

+\$27,350 Increase



# Department Operating Budget Narrative

Account Number	Description	2024 Requested	2023 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
14 - Finance						
1401 - Finance-Administration						
Revenue / Funding Source						
1401-46196 - Public Charges-Human						
101-1401-46196-???-000	46-000 - Public Charges for Services	400	400	0	0.00%	
1401-48000 - Miscellaneous Revenue						
101-1401-48000-???-000	48-000 - Miscellaneous Revenues	0	0	0	0.00%	
Expense / Expenditure						
1401-51510 - Finance						
101-1401-51510-???-101	101 - Wages-Permanent	281,734	269,344	12,389	+4.60%	
101-1401-51510-???-107	107 - Sick Leave	15,412	14,616	796	+5.45%	
101-1401-51510-???-108	108 - Vacation	22,174	18,860	3,314	+17.57%	
101-1401-51510-???-109	109 - Holiday	12,773	12,113	660	+5.45%	
101-1401-51510-???-110	110 - Funeral/Jury/Other	0	0	0	0.00%	
101-1401-51510-???-120	120 - FICA	25,405	24,092	1,313	+5.45%	
101-1401-51510-???-130	130 - Health Insurance	66,948	64,200	2,748	+4.28%	
101-1401-51510-???-132	132 - Post Employment Benefits	3,059	2,911	148	+5.07%	
101-1401-51510-???-133	133 - Vision Insurance	155	104	52	+49.83%	
101-1401-51510-???-140	140 - Life Insurance	60	60	0	0.00%	
101-1401-51510-???-151	151 - Retirement	22,914	21,415	1,499	+7.00%	
101-1401-51510-???-156	156 - Unemployment Compensation	0	0	0	0.00%	
101-1401-51510-???-160	160 - Worker's Compensation	352	479	(127)	-26.46%	
101-1401-51510-???-172	172 - Training / Conference / CPE	2,000	2,000	0	0.00%	
101-1401-51510-???-212	212 - Prof Serv-Accounting	38,600	40,400	(1,800)	-4.46%	
101-1401-51510-???-214	214 - Prof Serv-Printing	700	700	0	0.00%	
101-1401-51510-???-219	219 - Prof Serv-Other	47,535	43,305	4,230	+9.77%	
101-1401-51510-???-221	221 - Utility Service-Cellphone / Telephone	1,080	1,080	0	0.00%	
101-1401-51510-???-230	230 - R/M Serv-PC Replacement	1,560	1,560	0	0.00%	
101-1401-51510-???-311	311 - Office Supplies	1,000	1,200	(200)	-16.67%	
101-1401-51510-???-312	312 - Copy Expense	700	700	0	0.00%	
101-1401-51510-???-313	313 - Postage	2,200	1,100	1,100	+100.00%	Increase in postage rate and PR checks mailed out bi-weekly
101-1401-51510-???-328	328 - Dues	1,410	1,510	(100)	-6.62%	
101-1401-51510-???-331	331 - Mileage	150	150	0	0.00%	
101-1401-51510-???-332	332 - Meals	75	75	0	0.00%	
101-1401-51510-???-333	333 - Lodging / Hotels	400	400	0	0.00%	
101-1401-51510-???-336	336 - Parking	50	50	0	0.00%	
101-1401-51510-???-341	341 - Operating Supplies & Expense	100	100	0	0.00%	
101-1401-51510-???-511	511 - Insurance-Liability	3,086	1,758	1,328	+75.54%	Increase by Risk Management
101-1401-51510-???-531	531 - Rent-Interdepartment	17,520	17,520	0	0.00%	
Total 14 - Finance		568,753	541,402	27,350	+5.05%	



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2024 Budget	% Change	2023 Budget	2023 Actual	2023 Estimate
<b>1401 - Finance-Administration</b>					
<u>Revenue / Funding Source</u>					
46-000 - Public Charges for Services	400	0.00%	400	150	200
1401-46196 - Public Charges-Total	<b>400</b>	<b>0.00%</b>	<b>400</b>	<b>150</b>	<b>200</b>
48-000 - Miscellaneous Revenues	0	0.00%	0	0	
1401-48000 - Miscellaneous Revenue Total	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	
Revenue / Funding Source Total	<b>400</b>	<b>0.00%</b>	<b>400</b>	<b>150</b>	<b>200</b>
<u>Expense / Expenditure</u>					
1401-51510 - Finance					
100 - Personnel Services					
101 - Wages-Permanent	281,734	+4.60%	269,344	165,073	269,344
107 - Sick Leave	15,412	+5.45%	14,616	3,456	14,615
108 - Vacation	22,174	+17.57%	18,860	13,349	18,860
109 - Holiday	12,773	+5.45%	12,113	5,384	12,112
110 - Funeral/Jury/Other	0	0.00%	0	0	0
120 - FICA	25,405	+5.45%	24,092	13,516	24,092
130 - Health Insurance	66,948	+4.28%	64,200	39,508	64,200
132 - Post Employment Benefits	3,059	+5.07%	2,911	1,734	2,911
133 - Vision Insurance	155	+49.83%	104	95	104
140 - Life Insurance	60	0.00%	60	37	60
151 - Retirement	22,914	+7.00%	21,415	12,734	21,415
156 - Unemployment Compensation	0	0.00%	0	0	0
160 - Worker's Compensation	352	-26.46%	479	285	479
172 - Training / Conference / CPE	2,000	0.00%	2,000	608	1,100
200 - Contractual Services					
212 - Prof Serv-Accounting	38,600	-4.46%	40,400	66,200	39,000
214 - Prof Serv-Printing	700	0.00%	700	178	500
219 - Prof Serv-Other	47,535	+9.77%	43,305	46,187	47,000
221 - Utility Service-Cellphone / Telephone	1,080	0.00%	1,080	580	1,080
230 - R/M Serv-PC Replacement	1,560	0.00%	1,560	1,040	1,560
300 - Supplies and Expense					
311 - Office Supplies	1,000	-16.67%	1,200	265	800
312 - Copy Expense	700	0.00%	700	287	650
313 - Postage	2,200	+100.00%	1,100	1,288	1,900
328 - Dues	1,410	-6.62%	1,510	1,300	1,500
331 - Mileage	150	0.00%	150	136	120
332 - Meals	75	0.00%	75	36	50
333 - Lodging / Hotels	400	0.00%	400	0	200
336 - Parking	50	0.00%	50	0	0
341 - Operating Supplies & Expense	100	0.00%	100	0	50
500 - Fixed Charges					
511 - Insurance-Liability	3,086	+75.54%	1,758	1,172	1,757
531 - Rent-Interdepartment	17,520	0.00%	17,520	11,680	17,520
Expense / Expenditure Total	<b>569,153</b>	<b>+5.05%</b>	<b>541,802</b>	<b>386,128</b>	<b>542,979</b>
<b>1401 - Finance-Administration Total</b>	<b>568,753</b>	<b>+5.05%</b>	<b>541,402</b>	<b>385,978</b>	<b>542,779</b>

# Operating Position Cost Summary

Fiscal Year 2024  
Forecast Year 2024  
Department or Sub-Department 14 - Finance

Position	Pay Grade	Alloc. %	Salary	Modifiers	Total	Hours	FTE
14 - Finance							
1401 - Finance-Administration							
1401-51510 - Finance							
1001-Finance Director	Grade R	100.00	120,702	34,468	155,170	2,080	1.00
1005A-Deputy Finance Dir	Grade M	100.00	90,646	31,903	122,549	2,080	1.00
1006-Payroll Admin	Grade H	100.00	58,448	25,344	83,792	2,080	1.00
1007-Accounts Payable Admin	Grade H	100.00	62,296	27,179	89,475	2,080	1.00
Total 14 - Finance			332,093	118,894	450,987	8,320	4.00
Grand Total			332,093	118,894	450,987	8,320	4.00

## **Wood County Post-Offer Pre-Employment Drug Testing**

### Current Policy (since January 2005)

Upon acceptance of a written offer of employment, applicants must agree to a standard laboratory 5-panel urine drug test (scheduled within 72 hours of offer acceptance). A negative result must be received prior to the start date. The 5-panel test includes 5 commonly abused substances: marijuana, cocaine, opiates, amphetamines, and phencyclidine. Scheduling the tests is typically not problematic since many local health care facilities are able to serve as collection sites and work directly with our Medical Review Officer (MRO), Concentra. Tests currently cost \$50/test and are paid for by the hiring department. Annual cost to Wood County is approximately \$8,000- \$9,000.

### Current Challenges

While tests are expected back within 72 hours, there is an increasing number of tests that are taking longer, sometimes up to a week, which may cause delays in the hiring timeline. If a negative test result is not received the Friday prior to the Monday start date, the start date is pushed back to the following week.

With the legalization of THC products, including Delta-8, CBD products, and many of our neighboring states legalizing marijuana (either for recreational or medicinal use), Wood County (along with other employers who are including marijuana in their panel of substances) are experiencing an increase in the number of positive drug test results. We have allowed individuals to retest IF they indicate the positive test result was due to a legal use of a marijuana or THC product. However, this increases the cost (as the department is charged for another test) and further delays the hiring timeline since the follow-up test cannot be scheduled until 2-3 weeks from the last reported marijuana/THC use.

### Proposed Solutions

In both the Q3 Department Head meeting and in a follow-up survey, the topic was presented and discussed, and departments were asked to weigh in on the following identified solutions:

1. Discontinuing post-offer, pre-employment drug testing for positions (other than DOT-required and law enforcement).
2. Move to a 4-panel drug test, removing marijuana from the panel of substances tested.
3. Move to a rapid screen, where the vast majority of test results would be available immediately (with the exception of non-negative tests; those would be sent to a MRO for confirmation). This change is fairly cost neutral, with test costs ranging between \$27-53/test. Our local testing partners would be able to offer the rapid screen.

### Request

Based on the survey of Department Heads, a slight majority would like Wood County to continue the practice of requiring a negative result on a post-offer, pre-employment drug test. However, we would move to the rapid screen and remove marijuana from the substance panel. The change could be made as early as October 1, 2023. While there should not be a significant change in overall cost or administrative time, departments will see quicker response time and limited delays or barriers to the hiring timeline.

Q1 Please indicate your department’s preference on the practice of requiring a negative result on a post-offer, pre-employment drug testing (other than for law enforcement and CDL drivers)

Answered: 25    Skipped: 0

3.3★  
average rating



	STRONGLY IN FAVOR OF DISCONTINUING	(NO LABEL)	NEUTRAL	(NO LABEL)	STRONGLY IN FAVOR OF KEEPING CURRENT PRACTICE	TOTAL	WEIGHTED AVERAGE
☆	16.00% 4	16.00% 4	24.00% 6	8.00% 2	36.00% 9	25	3.32



Q2 Wood County currently conducts a 5-panel drug screen which includes amphetamines, marijuana, opiates, cocaine, and phencyclidine. If the Operations Committee decides to continue requiring post-offer, pre-employment drug testing for all new hires/positions, how favorable would your department be in moving to a 4-panel screen, which would remove marijuana from the testing panel?

Answered: 25    Skipped: 0

2.8★  
average rating



	STRONGLY IN FAVOR OF 4-PANEL (REMOVAL OF MARIJUANA)	(NO LABEL)	NEUTRAL	(NO LABEL)	STRONGLY IN FAVOR OF 5-PANEL (CONTINUE TO TEST FOR MARIJUANA)	TOTAL	WEIGHTED AVERAGE
☆	36.00% 9	8.00% 2	28.00% 7	0.00% 0	28.00% 7	25	2.76

Q3 If the decision is made to continue post-offer, pre-employment drugs test, does your department have any concern moving to a rapid test (instead of the standard laboratory tests)? The vast majority of rapid test results would be available immediately (non-negative tests are sent to an MRO for confirmation).

Answered: 25 Skipped: 0

2.0★  
average rating



	PREFER RAPID TESTS/QUICKLY RESULTS	(NO LABEL)	NEUTRAL	(NO LABEL)	PREFER STANDARD TESTS/CURRENT TIMELINE	TOTAL	WEIGHTED AVERAGE
☆	56.00% 14	4.00% 1	32.00% 8	4.00% 1	4.00% 1	25	1.96



## HOLIDAYS

Wood County will provide ten (10) paid holidays each calendar year, as follows:

New Year's Day	Thanksgiving Day
Friday before Easter	Friday after Thanksgiving
Memorial Day	Last workday immediately preceding Christmas Day
Independence Day	Christmas Day
Labor Day	Last workday immediately preceding New Years Day

Holiday pay is awarded based on employment type not scheduled work hours. Facilities with 24-hour operations, or non-standard shift schedules may have different holidays or scheduling provisions. Any holiday falling on Saturday shall be celebrated on the preceding Friday, and any holiday falling on Sunday shall be celebrated on Monday. To be eligible for holiday pay, an employee must work the last regularly scheduled workday preceding the holiday, and the first regularly scheduled workday following the holiday, unless the employee is on approved paid time off.

### **Holiday Pay**

A non-exempt employee required to work on a scheduled holiday, shall be paid holiday pay plus time and one-half (1½) for actual hours worked on the day the holiday is celebrated. If mutually agreed between the employee and supervisor, the employee may receive one (1) compensatory day instead of holiday pay.

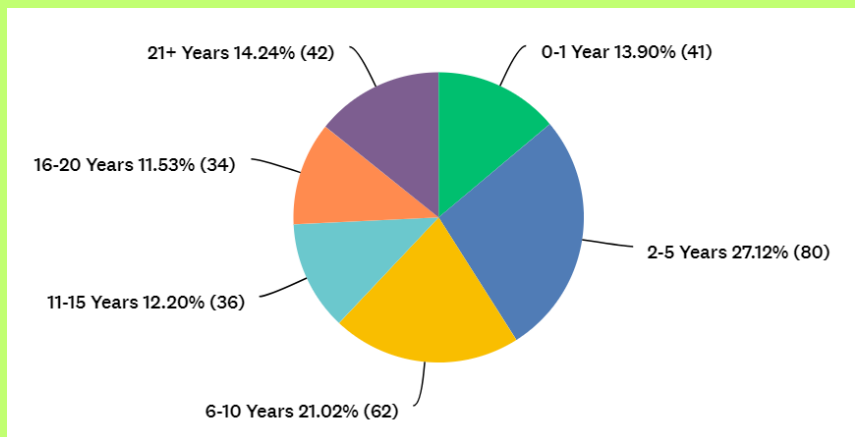
# 295

employees  
responded



## Wood County Employee Benefits Survey Results

### Length of Employment



### Top 3 Benefits

in order of importance

**Time Off**

**WRS Retirement**  
**Health Insurance**

# 84%

of respondents  
participate in  
the Wellness  
Program

# Childcare

(N/A for about 50% of respondents)

41% of respondents said that childcare has been at least somewhat of a stressor.

27% have missed work at least once or twice due to childcare in the past month.

37% have worked less effectively at least once or twice in the past month because they were concerned about an issue relating to childcare.

# Rankings

out of 5 stars

**Health Insurance**

**3.9** 

**Vision Insurance**

**3.4** 

**Dental Insurance**

**2.7** 

**Vacation Policy**

**3.7** 

**Sick Time Policy**

**4.0** 

# What is the best part of Wood County's benefits package?

**Affordable Health Insurance** Time Off  
**Sick Time** Separate vacation & sick time  
**Vacation Time** Variety of benefits offered  
Paid Holidays **WRS** PEHP  
**Health Insurance** Vision Insurance  
Comp Time Flexibility  
Wellness Program Incentive Low Premiums

# What could be improved with Wood County's benefits package?

**Dental Insurance** Lower Deductibles  
Better Vision Network Dislike Anthem  
Lower Premiums County Contribution to Dental  
**Change to PTO** Discontinue Wellness Requirement  
Offer Paid Parental Leave  
More Vacation Time Weight Loss Coverage  
FSA Documentation Requests  
Option to opt-out of WRS Reduce Cost  
Increase Wages Better Premiums for PT Employees

**75% of respondents say that the benefit package meets their needs.**

**71% say that accessing and using their benefits is simple and straight forward.**

**72% say all of the benefits were explained to them at hire.**

**58% say they fully understand their health insurance benefits.**

**51% say that Wood County's benefits match what they expect from an employer**

**Only 38% say they understand how their retirement works.**

**57% say that they would recommend Wood County based on benefits offered.**

**Around 50% of respondents expressed some level of interest in learning more about 529 plans and possible payroll deduction.**

## **We provided employees with the opportunity to provide open feedback:**

- Dissatisfaction with wages/wage plan
- Appreciation for being able to provide feedback
- Frustration with FSA documentation requirements
- Appreciation for benefits offered
- Frustration with Anthem
- Lump sum vs. accrual of vacation
- Vacation accrual hasn't changed for long-tenured employees
- Would not like to move to PTO
- Would like to move to PTO
- Don't change sick time
- Comp time off should count as hours worked
- Desire for better Dental Insurance
- Desire for weight loss medication coverage
- Desire to be paid weekly instead of bi-weekly
- Benefits have dwindled over last 5-10 years
- Appreciate looking into 529 plans
- Wellness should be optional
- Corrections officers want to know about Act 4
- Changing business hours (off/close early Friday)
- Appreciation for asking about childcare
- Nice place to work

**Thank you to all Wood County Employees  
that participated in this survey!**





## Wood County Human Resources

### Mission, Vision, and Values

#### Mission

The Wood County Human Resources Department supports all employees, programs, and departments by providing comprehensive services in a timely, caring, and respectful manner. We collaborate with our organizational leaders to maximize the potential of our employees and successfully recruit, develop, and retain a talented and engaged workforce.

#### Vision

The Wood County Human Resources Department is a collaborative team of professionals dedicated to:

- Valuing, encouraging, and supporting a diverse workforce,
- Continually improving individual and organizational effectiveness,
- Anticipating and meeting the changing needs of the workforce,
- Championing career and professional growth,
- Guiding and maintaining a healthy, positive, and safe work environment, and
- Enhancing services through innovation and creativity.

#### Values

The Wood County Human Resources Department values:

- **Honesty, Integrity, and Trust:** We honor our commitments and conduct business in a manner that promotes fairness, respect, honesty, and trust.
- **Teamwork and Collaboration:** We encourage the diversity of thoughts, experiences, and backgrounds and acknowledge participation and partnership in all of our endeavors.
- **Leadership:** We lead by example and advocate equitable treatment in our behaviors, policies, and practices.
- **Diversity and Inclusivity:** We strive to cultivate a diverse workforce and are dedicated to fostering an inclusive environment where everyone is valued and supported to reach their highest potential.
- **Change and Innovation:** We progressively work to foster creativity to support continuous improvement.
- **Quality Results:** We believe in providing excellent service and a safe, productive, and healthy work environment with quality results to those we serve.

#### To Our Employees

Employees will be provided the same consideration, respect, and caring attitude that they are expected to share externally with every citizen.



# Department Operating Budget Summary

2024 Budget Summary										
<u>Department: 17 - Human Resources</u>	1701 - Human Resources	1702 - Human Resources-Labor Relations	1703 - Human Resources-Administration	1704 - Human Resources-Programs	1705 - Human Resources-Wellness	2302 - Human Resources-Property & Liability Insurance	2303 - Human Resources-Risk-Workers Comp	2024 Total	Change %	2023 Budget
Revenue / Funding Source										
46 - Public Charges for Services	1,217,300		0					1,217,300	-2.22%	1,245,000
47 - Intergov. Charges for Services	10,066,200			0		723,423	399,402	11,189,025	+6.44%	10,512,071
48 - Miscellaneous Revenues	1,506,235		0			10,000		1,516,235	+21.07%	1,252,359
49 - Other Financing Sources					146,671			146,671	0.00%	146,671
Revenue / Funding Source Total	12,789,735		0	0	146,671	733,423	399,402	14,069,231	+6.94%	13,156,101
Expense / Expenditure										
- Uncategorized Expenses				0			0	0	0.00%	0
100 - Personnel Services			430,731	15,200	1,520	25,707	77,271	550,429	+6.68%	515,982
200 - Contractual Services	221,150	30,000	23,540	9,000	120,570	0	40,880	445,140	+9.66%	405,915
300 - Supplies and Expense	10,280,477		20,850	6,000	22,895	0	304,000	10,634,222	+11.07%	9,573,919
500 - Fixed Charges	2,134,108		15,072		1,716	805,404	41,822	2,998,122	-0.12%	3,001,831
700 - Grants and Contributions	7,000		0					7,000	0.00%	7,000
Total Operating Expenditures	12,642,735	30,000	490,193	30,200	146,701	831,111	463,973	14,634,913	+8.37%	13,504,647
900 - Other Financing Uses	146,671							146,671	0.00%	146,671
Expense / Expenditure Total	12,789,406	30,000	490,193	30,200	146,701	831,111	463,973	14,781,584	+8.28%	13,651,318
Beginning Carryover	8,448,395	152,446	0	0	39,345	(167,802)	2,424,623	10,897,007	+3.05%	10,574,572
Ending Carryover	8,448,724	150,646	0	0	39,315	(167,802)	2,360,052	10,830,935	+1.41%	10,680,168
17 - Human Resources Total	0	28,200	490,193	30,200	0	97,688	(0)	646,281	+7.57%	600,813

2023 Budget Summary								
<u>Department: 17 - Human Resources</u>	1701 - Human Resources	1702 - Human Resources-Labor Relations	1703 - Human Resources-Administration	1704 - Human Resources-Programs	1705 - Human Resources-Wellness	2302 - Human Resources-Property & Liability Insurance	2303 - Human Resources-Risk-Workers Comp	2023 Budget
Revenue / Funding Source								
46 - Public Charges for Services	1,245,000		0					1,245,000
47 - Intergov. Charges for Services	9,333,000			0		619,098	559,973	10,512,071
48 - Miscellaneous Revenues	1,240,359		0			12,000		1,252,359
49 - Other Financing Sources					146,671			146,671
Revenue / Funding Source Total	11,818,359		0	0	146,671	631,098	559,973	13,156,101
Expense / Expenditure								
- Uncategorized Expenses				0			0	0
100 - Personnel Services			400,540	15,200	1,520	24,643	74,079	515,982
200 - Contractual Services	189,805	30,000	23,590	6,000	120,570	0	35,950	405,915
300 - Supplies and Expense	9,219,974		20,050	5,000	22,895	0	306,000	9,573,919
500 - Fixed Charges	2,254,580		14,688		1,716	694,000	36,847	3,001,831
700 - Grants and Contributions	7,000		0					7,000
Total Operating Expenditures	11,671,359	30,000	458,868	26,200	146,701	718,643	452,876	13,504,647
900 - Other Financing Uses	146,671							146,671
Expense / Expenditure Total	11,818,030	30,000	458,868	26,200	146,701	718,643	452,876	13,651,318
Beginning Carryover	8,689,909	139,536	0	0	38,725	(52,402)	1,758,804	10,574,572
Ending Carryover	8,690,238	137,736	0	0	38,695	(52,402)	1,865,901	10,680,168
17 - Human Resources Total	0	28,200	458,868	26,200	0	87,545	0	600,813



# Department Operating Budget Narrative

Account Number	Description	2024 Requested	2023 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
17 - Human Resources						
1701 - Human Resources						
<u>Revenue / Funding Source</u>						
1701-46196 - Public Charges-Human Resources						
702-1701-46196-???-000	46-000 - Public Charges for Services	1,217,300	1,245,000	(27,700)	-2.22%	Decrease based on enrollment projections
1701-47410 - Local Dept Charges-Gen Govt						
702-1701-47410-???-000	47-000 - Intergovernmental Charges for Services	10,042,200	9,309,000	733,200	+7.88%	Increase based on projections
1701-47411 - Local Dept Charges-Purchasing						
702-1701-47411-???-000	47-000 - Intergovernmental Charges for Services	24,000	24,000	0	0.00%	
1701-48113 - Unrealized Gain/Loss on Invest						
702-1701-48113-???-000	48-000 - Miscellaneous Revenues	0	0	0	0.00%	
1701-48114 - Interest-Investment Revenue						
702-1701-48114-???-000	48-000 - Miscellaneous Revenues	30,000	30,000	0	0.00%	
1701-48116 - Interest-Health & S125 Plans						
702-1701-48116-???-000	48-000 - Miscellaneous Revenues	10,000	1,500	8,500	+566.67%	Increase based on projections
1701-48440 - Insurance Recoveries						
702-1701-48440-???-000	48-000 - Miscellaneous Revenues	1,466,235	1,208,859	257,376	+21.29%	
<u>Expense / Expenditure</u>						
1701-49270 - Transfer from Internal Service						
702-1701-49270-???-911	911 - Transfer to General Fund	0	0	0	0.00%	
1701-51430 - Health Fund						
702-1701-51430-???-218	218 - Prof Serv-Witness Fees	3,000	3,000	0	0.00%	



# Department Operating Budget Narrative

702-1701-51430-???-219	219 - Prof Serv-Other	218,150	186,805	31,345	+16.78%	Increase based on projections
702-1701-51430-???-340	340 - Operating Supplies & Expense	35,000	40,000	(5,000)	-12.50%	Decrease based on projections
702-1701-51430-???-341	341 - Operating Supplies & Expense	10,245,477	9,179,974	1,065,503	+11.61%	Increase based on projections
702-1701-51430-???-514	514 - Insurance-Stop Loss	2,110,108	2,230,580	(120,472)	-5.40%	Decreased based on moving deductible
702-1701-51430-???-515	515 - Insurance-Other	24,000	24,000	0	0.00%	
702-1701-51430-???-790	790 - Grants, Cont, Indem-Other	7,000	7,000	0	0.00%	
1701-59210 - Transfers to General Fund						
702-1701-59210-???-911	911 - Transfer to General Fund	146,671	146,671	0	0.00%	
1702 - Human Resources-Labor Relations						
<u>Expense / Expenditure</u>						
1702-51433 - Labor Relations						
101-1702-51433-???-219	219 - Prof Serv-Other	30,000	30,000	0	0.00%	
1703 - Human Resources-Adminstration						
<u>Revenue / Funding Source</u>						
1703-46196 - Public Charges-Human Resources						
101-1703-46196-???-000	46-000 - Public Charges for Services	0	0	0	0.00%	
1703-48116 - Interest-Health & S125 Plans						
101-1703-48116-???-000	48-000 - Miscellaneous Revenues	0	0	0	0.00%	
<u>Expense / Expenditure</u>						
1703-51435 - Personnel						
101-1703-51435-???-101	101 - Wages-Permanent	265,437	243,625	21,812	+8.95%	
101-1703-51435-???-107	107 - Sick Leave	14,446	13,318	1,127	+8.47%	
101-1703-51435-???-108	108 - Vacation	19,418	18,997	420	+2.21%	
101-1703-51435-???-109	109 - Holiday	11,972	11,038	934	+8.47%	



# Department Operating Budget Narrative

101-1703-51435-???-110	110 - Funeral/Jury/Other	0	0	0	0.00%	
101-1703-51435-???-119	119 - In or Out Call Pay	0	0	0	0.00%	
101-1703-51435-???-120	120 - FICA	23,812	21,954	1,859	+8.47%	
101-1703-51435-???-130	130 - Health Insurance	66,948	64,200	2,748	+4.28%	
101-1703-51435-???-132	132 - Post Employment Benefits	5,098	5,740	(642)	-11.18%	
101-1703-51435-???-133	133 - Vision Insurance	233	208	25	+12.25%	
101-1703-51435-???-140	140 - Life Insurance	60	60	0	0.00%	
101-1703-51435-???-151	151 - Retirement	21,478	19,514	1,963	+10.06%	
101-1703-51435-???-160	160 - Worker's Compensation	330	436	(106)	-24.36%	
101-1703-51435-???-172	172 - Training / Conference / CPE	1,500	1,450	50	+3.45%	
101-1703-51435-???-214	214 - Prof Serv-Printing	750	1,100	(350)	-31.82%	Decrease due to elimination of printed handbooks
101-1703-51435-???-219	219 - Prof Serv-Other	19,500	19,200	300	+1.56%	Increase in technology programs
101-1703-51435-???-221	221 - Utility Service-Cellphone / Telephone	1,600	1,600	0	0.00%	
101-1703-51435-???-230	230 - R/M Serv-PC Replacement	1,690	1,690	0	0.00%	
101-1703-51435-???-311	311 - Office Supplies	2,000	2,000	0	0.00%	
101-1703-51435-???-312	312 - Copy Expense	500	700	(200)	-28.57%	Decrease in copy expense
101-1703-51435-???-313	313 - Postage	400	500	(100)	-20.00%	Decrease in mailed items
101-1703-51435-???-324	324 - Advertising	7,000	7,000	0	0.00%	
101-1703-51435-???-325	325 - Dues & Subscriptions	1,300	1,200	100	+8.33%	Increase in membership dues/fees
101-1703-51435-???-331	331 - Mileage	2,300	2,300	0	0.00%	
101-1703-51435-???-332	332 - Meals	300	300	0	0.00%	
101-1703-51435-???-333	333 - Lodging / Hotels	1,000	1,000	0	0.00%	
101-1703-51435-???-336	336 - Parking	50	50	0	0.00%	
101-1703-51435-???-341	341 - Operating Supplies & Expense	6,000	5,000	1,000	+20.00%	Increasing number of employees recognized
101-1703-51435-???-511	511 - Insurance-Liability	2,832	2,448	384	+15.68%	
101-1703-51435-???-531	531 - Rent-Interdepartment	12,240	12,240	0	0.00%	
101-1703-51435-???-790	790 - Grants, Cont, Indem-Other	0	0	0	0.00%	



# Department Operating Budget Narrative

1704 - Human Resources-Programs

Revenue / Funding Source

1704-47417 - Human Resource Programs

101-1704-47417-???-000	47-000 - Intergovernmental Charges for Services	0	0	0	0.00%
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Expense / Expenditure

1704-47417 - Human Resource Programs

101-1704-47417-???-000	000 - TBD	0	0	0	0.00%
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1704-51436 - Human Resource Programs

101-1704-51436-???-119	119 - In or Out Call Pay	15,000	15,000	0	0.00%
101-1704-51436-???-155	155 - Post Retire Ben-Life	200	200	0	0.00%
101-1704-51436-???-219	219 - Prof Serv-Other	9,000	6,000	3,000	+50.00% Increase in tuition reimbursement requests
101-1704-51436-???-322	322 - Educational Materials	6,000	5,000	1,000	+20.00% Increase in leadership retreat costs

1705 - Human Resources-Wellness

Revenue / Funding Source

1705-49270 - Transfer from Internal Service

702-1705-49270-???-000	49-000 - Other Financing Sources	146,671	146,671	0	0.00%
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Expense / Expenditure

1705-51431 - Wellness

702-1705-51431-???-120	120 - FICA	1,520	1,520	0	0.00%
702-1705-51431-???-219	219 - Prof Serv-Other	120,000	120,000	0	0.00%
702-1705-51431-???-221	221 - Utility Service-Cellphone / Telephone	320	320	0	0.00%
702-1705-51431-???-230	230 - R/M Serv-PC Replacement	250	250	0	0.00%
702-1705-51431-???-312	312 - Copy Expense	100	100	0	0.00%
702-1705-51431-???-313	313 - Postage	1,350	1,350	0	0.00%
702-1705-51431-???-325	325 - Dues & Subscriptions	495	495	0	0.00%



# Department Operating Budget Narrative

702-1705-51431-???-331	331 - Mileage	950	950	0	0.00%
702-1705-51431-???-340	340 - Operating Supplies & Expense	0	0	0	0.00%
702-1705-51431-???-341	341 - Operating Supplies & Expense	20,000	20,000	0	0.00%
702-1705-51431-???-531	531 - Rent-Interdepartment	1,716	1,716	0	0.00%

2302 - Human Resources-Property & Liability Insurance

Revenue / Funding Source

2302-47412 - Local Dept Charges-Insurance

101-2302-47412-???-000	47-000 - Intergovernmental Charges for Services	723,423	619,098	104,325	+16.85%	Increase in projected premiums
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2302-48440 - Insurance Recoveries

101-2302-48440-???-000	48-000 - Miscellaneous Revenues	10,000	12,000	(2,000)	-16.67%	Insurance subrogations
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Expense / Expenditure

2302-51931 - Property & Liability Insurance

101-2302-51931-???-101	101 - Wages-Permanent	16,078	15,764	314	+1.99%
101-2302-51931-???-107	107 - Sick Leave	870	835	36	+4.28%
101-2302-51931-???-108	108 - Vacation	1,082	692	390	+56.42%
101-2302-51931-???-109	109 - Holiday	721	692	30	+4.28%
101-2302-51931-???-120	120 - FICA	1,434	1,376	59	+4.28%
101-2302-51931-???-130	130 - Health Insurance	4,184	4,013	172	+4.28%
101-2302-51931-???-132	132 - Post Employment Benefits	0	0	0	0.00%
101-2302-51931-???-133	133 - Vision Insurance	20	20	0	0.00%
101-2302-51931-???-140	140 - Life Insurance	4	4	0	0.00%
101-2302-51931-???-151	151 - Retirement	1,294	1,223	71	+5.81%
101-2302-51931-???-160	160 - Worker's Compensation	20	27	(7)	-27.28%
101-2302-51931-???-219	219 - Prof Serv-Other	0	0	0	0.00%
101-2302-51931-???-311	311 - Office Supplies	0	0	0	0.00%



# Department Operating Budget Narrative

101-2302-51931-???-312	312 - Copy Expense	0	0	0	0.00%	
101-2302-51931-???-313	313 - Postage	0	0	0	0.00%	
101-2302-51931-???-331	331 - Mileage	0	0	0	0.00%	
101-2302-51931-???-511	511 - Insurance-Liability	503,280	466,000	37,280	+8.00%	Increased premium costs
101-2302-51931-???-513	513 - Insurance-Property	126,524	108,000	18,524	+17.15%	Increased premium costs
101-2302-51931-???-515	515 - Insurance-Other	75,600	70,000	5,600	+8.00%	Increased premium costs
101-2302-51931-???-519	519 - Insurance-Deductibles	100,000	50,000	50,000	+100.00%	Increased costs for repairs
101-2302-51931-???-520	520 - Premiums on Surety Bonds	0	0	0	0.00%	

## 2303 - Human Resources-Risk-Workers Comp

### Revenue / Funding Source

#### 2303-47413 - Local Dept Charges-Gen Govt

701-2303-47413-???-000	47-000 - Intergovernmental Charges for Services	399,402	559,973	(160,571)	-28.67%	Reduction due to excess collected
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#### 2303-47417 - WC - CPR Revenue

701-2303-47417-???-000	47-000 - Intergovernmental Charges for Services	0	0	0	0.00%	
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### Expense / Expenditure

#### 2303-51933 - Workers Comp Insurance

701-2303-51933-???-101	101 - Wages-Permanent	48,234	47,292	942	+1.99%	
701-2303-51933-???-107	107 - Sick Leave	2,611	2,504	107	+4.28%	
701-2303-51933-???-108	108 - Vacation	3,245	2,075	1,171	+56.42%	
701-2303-51933-???-109	109 - Holiday	2,164	2,075	89	+4.28%	
701-2303-51933-???-120	120 - FICA	4,303	4,127	177	+4.28%	
701-2303-51933-???-130	130 - Health Insurance	12,553	12,038	515	+4.28%	
701-2303-51933-???-132	132 - Post Employment Benefits	0	0	0	0.00%	
701-2303-51933-???-133	133 - Vision Insurance	59	59	0	0.00%	
701-2303-51933-???-140	140 - Life Insurance	11	11	0	0.00%	
701-2303-51933-???-151	151 - Retirement	3,881	3,668	213	+5.81%	





# Department Operating Budget Narrative

701-2303-51933-???-160	160 - Worker's Compensation	60	82	(22)	-27.28%	
701-2303-51933-???-172	172 - Training / Conference / CPE	150	150	0	0.00%	
701-2303-51933-???-185	185 - TBD	0	0	0	0.00%	
701-2303-51933-???-219	219 - Prof Serv-Other	40,280	35,350	4,930	+13.95%	Increase in Keller SMS charges
701-2303-51933-???-221	221 - Utility Service-Cellphone / Telephone	250	250	0	0.00%	
701-2303-51933-???-230	230 - R/M Serv-PC Replacement	350	350	0	0.00%	
701-2303-51933-???-311	311 - Office Supplies	0	0	0	0.00%	
701-2303-51933-???-312	312 - Copy Expense	0	0	0	0.00%	
701-2303-51933-???-313	313 - Postage	0	0	0	0.00%	
701-2303-51933-???-331	331 - Mileage	1,000	1,000	0	0.00%	
701-2303-51933-???-341	341 - Operating Supplies & Expense	300,000	300,000	0	0.00%	
701-2303-51933-???-342	342 - OperSup&Exp-Safety Supplies	3,000	5,000	(2,000)	-40.00%	Reduced due to lower supply needs
701-2303-51933-???-511	511 - Insurance-Liability	1,000	697	303	+43.50%	
701-2303-51933-???-515	515 - Insurance-Other	39,382	34,710	4,672	+13.46%	Increased premium costs
701-2303-51933-???-531	531 - Rent-Interdepartment	1,440	1,440	0	0.00%	

Total 17 - Human Resources		712,353	495,217	217,136	+43.85%	
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# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2024 Budget	% Change	2023 Budget	2023 Actual	2023 Estimate
<b>17 - Human Resources</b>					
<b>1701 - Human Resources</b>					
<u>Revenue / Funding Source</u>					
1701-46196 - Public Charges-Human Resources					
46 - Public Charges for Services	1,217,300	-2.22%	1,245,000	748,192	1,165,576
1701-46196 - Public Charges-Human Resources Total	<b>1,217,300</b>	<b>-2.22%</b>	<b>1,245,000</b>	<b>748,192</b>	<b>1,165,576</b>
1701-47410 - Local Dept Charges-Gen Govt					
47 - Intergov. Charges for Services	10,042,200	+7.88%	9,309,000	5,974,280	9,708,204
1701-47410 - Local Dept Charges-Gen Govt Total	<b>10,042,200</b>	<b>+7.88%</b>	<b>9,309,000</b>	<b>5,974,280</b>	<b>9,708,204</b>
1701-47411 - Local Dept Charges-Purchasing					
47 - Intergov. Charges for Services	24,000	0.00%	24,000	14,444	24,000
1701-47411 - Local Dept Charges-Purchasing Total	<b>24,000</b>	<b>0.00%</b>	<b>24,000</b>	<b>14,444</b>	<b>24,000</b>
1701-48113 - Unrealized Gain/Loss on Invest					
48 - Miscellaneous Revenues	0	0.00%	0	48,309	80,000
1701-48113 - Unrealized Gain/Loss on Invest Total	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>48,309</b>	<b>80,000</b>
1701-48114 - Interest-Investment Revenue					
48 - Miscellaneous Revenues	30,000	0.00%	30,000	30,388	30,388
1701-48114 - Interest-Investment Revenue Total	<b>30,000</b>	<b>0.00%</b>	<b>30,000</b>	<b>30,388</b>	<b>30,388</b>
1701-48116 - Interest-Health & S125 Plans					
48 - Miscellaneous Revenues	10,000	+566.67%	1,500	77,345	100,000
1701-48116 - Interest-Health & S125 Plans Total	<b>10,000</b>	<b>+566.67%</b>	<b>1,500</b>	<b>77,345</b>	<b>100,000</b>
1701-48440 - Insurance Recoveries					
48 - Miscellaneous Revenues	1,466,235	+21.29%	1,208,859	1,450,920	1,600,000
1701-48440 - Insurance Recoveries Total	<b>1,466,235</b>	<b>+21.29%</b>	<b>1,208,859</b>	<b>1,450,920</b>	<b>1,600,000</b>
Revenue / Funding Source Total	<b>12,789,735</b>	<b>+8.22%</b>	<b>11,818,359</b>	<b>8,343,877</b>	<b>12,708,168</b>
<u>Expense / Expenditure</u>					
1701-49270 - Transfer from Internal Service					
900 - Other Financing Uses	0	0.00%	0	0	
1701-49270 - Transfer from Internal Service Total	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	
1701-51430 - Health Fund					
200 - Contractual Services	221,150	+16.51%	189,805	62,365	189,805
300 - Supplies and Expense	10,280,477	+11.50%	9,219,974	5,555,380	9,767,592
500 - Fixed Charges	2,134,108	-5.34%	2,254,580	1,394,352	2,254,580
700 - Grants and Contributions	7,000	0.00%	7,000	527	7,000
1701-51430 - Health Fund Total	<b>12,642,735</b>	<b>+8.32%</b>	<b>11,671,359</b>	<b>7,012,624</b>	<b>12,218,977</b>
1701-59210 - Transfers to General Fund					
900 - Other Financing Uses	146,671	0.00%	146,671	0	146,671



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2024 Budget	% Change	2023 Budget	2023 Actual	2023 Estimate
1701-59210 - Transfers to General Fund Total	146,671	0.00%	146,671	0	146,671
Expense / Expenditure Total	12,789,406	+8.22%	11,818,030	7,012,624	12,365,648
<b>1701 - Human Resources Total</b>	<b>(329)</b>	<b>0.00%</b>	<b>(329)</b>	<b>(1,331,253)</b>	<b>(342,520)</b>
<b>1702 - Human Resources-Labor Relations</b>					
Expense / Expenditure					
1702-51433 - Labor Relations					
200 - Contractual Services	30,000	0.00%	30,000	7,140	20,000
1702-51433 - Labor Relations Total	30,000	0.00%	30,000	7,140	20,000
Expense / Expenditure Total	30,000	0.00%	30,000	7,140	20,000
<b>1702 - Human Resources-Labor Relations Total</b>	<b>30,000</b>	<b>0.00%</b>	<b>30,000</b>	<b>7,140</b>	<b>20,000</b>
<b>1703 - Human Resources-Adminstration</b>					
Revenue / Funding Source					
1703-46196 - Public Charges-Human Resources					
46 - Public Charges for Services	0	0.00%	0	2,014	2,014
1703-46196 - Public Charges-Human Resources Total	0	0.00%	0	2,014	2,014
1703-48116 - Interest-Health & S125 Plans					
48 - Miscellaneous Revenues	0	0.00%	0	4	4
1703-48116 - Interest-Health & S125 Plans Total	0	0.00%	0	4	4
Revenue / Funding Source Total	0	0.00%	0	2,018	2,018
Expense / Expenditure					
1703-51435 - Personnel					
100 - Personnel Services	430,731	+7.54%	400,540	231,906	400,294
200 - Contractual Services	23,540	-0.21%	23,590	19,378	21,890
300 - Supplies and Expense	20,850	+3.99%	20,050	6,071	14,750
500 - Fixed Charges	15,072	+2.61%	14,688	9,792	14,688
700 - Grants and Contributions	0	0.00%	0	0	0
1703-51435 - Personnel Total	490,193	+6.83%	458,868	267,147	451,622
Expense / Expenditure Total	490,193	+6.83%	458,868	267,147	451,622
<b>1703 - Human Resources-Adminstration Total</b>	<b>490,193</b>	<b>+6.83%</b>	<b>458,868</b>	<b>265,129</b>	<b>449,604</b>
<b>1704 - Human Resources-Programs</b>					
Revenue / Funding Source					
1704-47417 - Human Resource Programs					
47 - Intergov. Charges for Services	0	0.00%	0	0	0
1704-47417 - Human Resource Programs Total	0	0.00%	0	0	0
Revenue / Funding Source Total	0	0.00%	0	0	0



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2024 Budget	% Change	2023 Budget	2023 Actual	2023 Estimate
<u>Expense / Expenditure</u>					
1704-47417 - Human Resource Programs					
- Uncategorized Expenses	0	0.00%	0	0	0
1704-47417 - Human Resource Programs Total	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>
1704-51436 - Human Resource Programs					
100 - Personnel Services	15,200	0.00%	15,200	3,803	12,200
200 - Contractual Services	9,000	+50.00%	6,000	3,000	6,000
300 - Supplies and Expense	6,000	+20.00%	5,000	400	5,000
1704-51436 - Human Resource Programs Total	<b>30,200</b>	<b>+15.27%</b>	<b>26,200</b>	<b>7,203</b>	<b>23,200</b>
Expense / Expenditure Total	<b>30,200</b>	<b>+15.27%</b>	<b>26,200</b>	<b>7,203</b>	<b>23,200</b>
<b>1704 - Human Resources-Programs Total</b>	<b>30,200</b>	<b>+15.27%</b>	<b>26,200</b>	<b>7,203</b>	<b>23,200</b>
<b>1705 - Human Resources-Wellness</b>					
<u>Revenue / Funding Source</u>					
1705-49270 - Transfer from Internal Service					
49 - Other Financing Sources	146,671	0.00%	146,671	0	146,671
1705-49270 - Transfer from Internal Service Total	<b>146,671</b>	<b>0.00%</b>	<b>146,671</b>	<b>0</b>	<b>146,671</b>
Revenue / Funding Source Total	<b>146,671</b>	<b>0.00%</b>	<b>146,671</b>	<b>0</b>	<b>146,671</b>
<u>Expense / Expenditure</u>					
1705-51431 - Wellness					
100 - Personnel Services	1,520	0.00%	1,520	683	1,520
200 - Contractual Services	120,570	0.00%	120,570	73,599	120,450
300 - Supplies and Expense	22,895	0.00%	22,895	19,500	21,945
500 - Fixed Charges	1,716	0.00%	1,716	1,144	1,716
1705-51431 - Wellness Total	<b>146,701</b>	<b>0.00%</b>	<b>146,701</b>	<b>94,926</b>	<b>145,631</b>
Expense / Expenditure Total	<b>146,701</b>	<b>0.00%</b>	<b>146,701</b>	<b>94,926</b>	<b>145,631</b>
<b>1705 - Human Resources-Wellness Total</b>	<b>30</b>	<b>0.00%</b>	<b>30</b>	<b>94,926</b>	<b>(1,040)</b>
<b>2302 - Human Resources-Property &amp; Liability Insurance</b>					
<u>Revenue / Funding Source</u>					
2302-47412 - Local Dept Charges-Insurance					
47 - Intergov. Charges for Services	723,423	+16.85%	619,098	412,561	619,098
2302-47412 - Local Dept Charges-Insurance Total	<b>723,423</b>	<b>+16.85%</b>	<b>619,098</b>	<b>412,561</b>	<b>619,098</b>
2302-48440 - Insurance Recoveries					
48 - Miscellaneous Revenues	10,000	-16.67%	12,000	20,273	22,000
2302-48440 - Insurance Recoveries Total	<b>10,000</b>	<b>-16.67%</b>	<b>12,000</b>	<b>20,273</b>	<b>22,000</b>
Revenue / Funding Source Total	<b>733,423</b>	<b>+16.21%</b>	<b>631,098</b>	<b>432,834</b>	<b>641,098</b>
<u>Expense / Expenditure</u>					
2302-51931 - Property & Liability Insurance					
100 - Personnel Services	25,707	+4.32%	24,643	14,730	24,643



# Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2024 Budget	% Change	2023 Budget	2023 Actual	2023 Estimate
200 - Contractual Services	0	0.00%	0	0	0
300 - Supplies and Expense	0	0.00%	0	0	0
500 - Fixed Charges	805,404	+16.05%	694,000	779,609	782,354
2302-51931 - Property & Liability Insurance Total	<b>831,111</b>	<b>+15.65%</b>	<b>718,643</b>	<b>794,338</b>	<b>806,997</b>
Expense / Expenditure Total	<b>831,111</b>	<b>+15.65%</b>	<b>718,643</b>	<b>794,338</b>	<b>806,997</b>
<b>2302 - Human Resources-Property &amp; Liability Insurance Total</b>	<b>97,688</b>	<b>+11.59%</b>	<b>87,545</b>	<b>361,505</b>	<b>165,899</b>
<b>2303 - Human Resources-Risk-Workers Comp</b>					
<u>Revenue / Funding Source</u>					
2303-47413 - Local Dept Charges-Gen Govt					
47 - Intergov. Charges for Services	399,402	-28.67%	559,973	361,385	559,973
2303-47413 - Local Dept Charges-Gen Govt Total	<b>399,402</b>	<b>-28.67%</b>	<b>559,973</b>	<b>361,385</b>	<b>559,973</b>
2303-47417 - WC - CPR Revenue					
47 - Intergov. Charges for Services	0	0.00%	0	7	7
2303-47417 - WC - CPR Revenue Total	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>7</b>	<b>7</b>
Revenue / Funding Source Total	<b>399,402</b>	<b>-28.67%</b>	<b>559,973</b>	<b>361,392</b>	<b>559,980</b>
<u>Expense / Expenditure</u>					
2303-51933 - Workers Comp Insurance					
- Uncategorized Expenses	0	0.00%	0	3	3
100 - Personnel Services	77,271	+4.31%	74,079	44,199	74,079
200 - Contractual Services	40,880	+13.71%	35,950	37,713	40,880
300 - Supplies and Expense	304,000	-0.65%	306,000	167,408	127,000
500 - Fixed Charges	41,822	+13.50%	36,847	37,889	38,601
2303-51933 - Workers Comp Insurance Total	<b>463,973</b>	<b>+2.45%</b>	<b>452,876</b>	<b>287,213</b>	<b>280,563</b>
Expense / Expenditure Total	<b>463,973</b>	<b>+2.45%</b>	<b>452,876</b>	<b>287,213</b>	<b>280,563</b>
<b>2303 - Human Resources-Risk-Workers Comp Total</b>	<b>64,571</b>	<b>+160.29%</b>	<b>(107,097)</b>	<b>(74,179)</b>	<b>(279,416)</b>
<b>17 - Human Resources Total</b>	<b>712,353</b>	<b>+43.85%</b>	<b>495,217</b>	<b>(669,530)</b>	<b>35,726</b>

# Operating Position Cost Summary

Report data returned based on the user's security permissions.

Fiscal Year

2024

Forecast Year

2024

Department or Sub-Department

17 - Human Resources

Position	Pay Grade	Alloc. %	Salary	Modifiers	Premiums	Total	Hours	Premium Hours	FTE
17 - Human Resources									
1703 - Human Resources-Adminstration			311,272	117,959	-	429,231	8,320	-	4.00
2302 - Human Resources-Property & Liability Insurance			18,751	6,956	-	25,707	520	-	0.25
2303 - Human Resources-Risk-Workers Comp			56,254	20,867	-	77,121	1,560	-	0.75
Total 17 - Human Resources			386,277	145,782	-	532,059	10,400	-	5.00
Grand Total			386,277	145,782	-	532,059	10,400	-	5.00